

**HDR Supervisor Upgrade Form**

**Please submit your approved form online here:** [**Form Submission Portal**](https://forms.office.com/Pages/ResponsePage.aspx?id=PTLLm6N_50Wjb22c_bzCcldFgAqDLgNEq19ym8FA2CFUM1BWVkFJUlVVUllJR040VE4wRlRGWkswWSQlQCN0PWcu)**.**

This form is for Supervisors who are already registered on the ECU Supervisor Register, that are applying to **upgrade** their supervision category. Supervisors that are not registered should complete the New HDR Supervisor Application Form or for supervisors renewing their registration, the HDR Supervisor Renewal Form should be completed.

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| **SECTION A: SUPERVISOR DETAILS** | | | |
| Given Name(s): | Click or tap here to enter text. | Family Name: | Click or tap here to enter text. |
| Staff ID (ECU Staff only): | Click or tap here to enter text. | Title: | Click or tap here to enter text. |
| Schools / Teaching Area: | Choose an item. | | |
| Current Supervisor Level: | Choose an item. | | |

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| **SECTION B: UPGRADE DETAILS** | |
| Complete section which relates to the category you are applying to be upgraded. Please ensure the following supporting evidence is provided with your application: | |
| Select the level which this upgrade relates to: | Choose an item. |
| **Category B – Emerging and Developing Supervisors** | |
| **Completed the University’s HDR Supervision Induction:**  Provide date and name of training attended.  Date of Training: Click or tap here to enter text. | |
| **Completed ECU’s Research Integrity Training:**  Provide date and name of training attended.  Date of Training: Click or tap here to enter text. | |
| **Category C - Experienced Supervisor** | |
| **At least one successful HDR completion.**  Provide a link to the library repository or attach a copy of the completion certificate for non-ECU completion.  Insert link: Click or tap here to enter text. | |
| Two HDR professional development activities in the last 3 years. Please provide reflection statements for the professional development activities attended in the comment boxes provided. | |
| Reflection 1:  Click or tap here to enter text. | |
| Reflection 2:  Click or tap here to enter text. | |

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| **SECTION C: SUPERVISOR DECLARATION** | | | |
| * I certify that the information supplied by me on this form is complete and true. * I have read the [Guideline: Higher Degree by Research (HDR) Supervision.](https://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines) * I have read and understood my responsibilities as a Supervisor outlined under Claus 4.5 of [Guideline: Higher Degree by Research (HDR) Supervision](https://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines). | | | |
| SIGNATURE: |  | DATE: | Click or tap to enter a date. |

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| **SECTION D: SCHOOL DELEGATE ENDORSEMENT** |
| |  |  |  |  | | --- | --- | --- | --- | | Comments (if required):  Click or tap here to enter text. | | | | |  | I, endorse this HDR Supervisor upgrade application. | | | |  | I do not endorse this HDR Supervisor upgrade application. Please provide comments above. | | | | Click or tap here to enter text. | |  | Click or tap to enter a date. | | ADR or NOMINEE NAME | | ADR or NOMINEE SIGNATURE | DATE | |

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