

**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. Importantly, these reflection statements must highlight how these activities are relevant to your HDR supervision practice and development. | |
| 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/higher-degree-by-research/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/higher-degree-by-research/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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