



The University of Sydney

PROFORMA FOR REGISTRATION OF POSTGRADUATE RESEARCH DEGREE SUPERVISORS WITHIN THE FACULTIES OF DENTISTRY, MEDICINE AND PHARMACY

Please complete this form and return to the Postgraduate Student Administration Unit, Faculties of Dentistry, Medicine and Pharmacy, Edward Ford Building – A27. Please note that registration is a condition for supervising HDR students

1. SUPERVISOR DETAILS

Family Name: <input type="text"/>	Given Names: <input type="text"/>	Staff ID or Date of Birth: <input type="text"/>
Title <input type="text"/>	Faculty Appointment: <input type="text"/>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Faculty: <input type="text"/>	Discipline: <input type="text"/>	School: <input type="text"/>

2. SUPERVISOR QUALIFICATIONS (Including professional qualifications, eg. FRACP etc)

Name of Qualification:	Institute:	Year completed:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. SUPERVISORY EXPERIENCE

3.1(a) I have acted as **primary** supervisor for the successful completion of a postgraduate research candidature Yes No
if yes, go to 3.1 (b) if no, go to 3.2

(b) Please provide details of three most recent postgraduate research students supervised as primary supervisor:

Student Name:	Degree:	Institute:	Year completed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2(a) I have acted as **associate** supervisor for the successful completion of at least two candidatures at a recognised tertiary institution Yes No
if yes, go to 3.2 (b) if no, go to 3.3

(b) Please provide details of two most recent postgraduate research students supervised as associate supervisor:

Student Name:	Degree:	Institute:	Year completed:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 I have acted as a supervisor or an associate supervisor for at least **12 months** duration at a recognised tertiary institution, **and** have completed the Institute for Teaching and Learning **Postgraduate Supervision Development Program**? Yes No
Date ITL course completed

NB: *If you have answered no to all three questions, you will be registered as an associate supervisor in the first instance*

- I am a continuing member of the academic/research staff of the University of Sydney
- I continue to hold an honorary position at the University of Sydney
- I am an *active researcher* as defined in the University of Sydney *Postgraduate Research Higher Degree Training Supervision* policy
- I am familiar with the University of Sydney policies, procedures and regulations as they pertain to higher degrees by research

Signature: <input type="text"/>	Date: <input type="text"/>
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4. RECOMMENDATION

The above information is, to the best of my knowledge, correct and I recommend that the above applicant be registered as a: Full or Associate Supervisor:

Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>
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5. APPROVAL (Office Use Only)

Approved by Chair of the Board to be registered as a: Full Supervisor Associate Supervisor

Name: <input type="text"/>	Signature: <input type="text"/>	Date: <input type="text"/>
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NOTES

Background

The Supervisor Register has been introduced in accordance with the Academic Board Policy ***Postgraduate Research Higher Degree Training Supervision at the University of Sydney*** based on the following principals:

- as part of the University's mission to achieve excellence in teaching and research, the University needs to recognise and encourage high quality postgraduate research supervision by academic staff;
- research supervision is a subtle and complex form of teaching and the quality of higher degree graduates is related to the quality of supervision provided; and
- supervisors and associate supervisors require training for which the University must assume responsibility.

Eligibility

- Supervisors for research degree candidates must have been admitted to the Supervisor Register before being eligible to supervise any research higher degree candidates.
- All academic staff who are currently supervisors at the University of Sydney as of 1 January 2004 will be added to the Supervisors section in the first instance.
- Persons eligible for admittance to the Register must meet the following requirements:

(a) General requirements

To be eligible to be appointed as a supervisor, a person must:

- (i) be a member of the academic staff of the University at Level B or above; *or*
- (ii) be considered appropriate by the Dean of the Faculty on a case by case basis; *and*
- (iii) hold a qualification at a level above that for which the candidate seeks to be supervised, *or*
- (iv) hold a qualification at the same level as that for which the candidate seeks to be supervised and demonstrate a record of scholarly achievement; *or*
- (v) demonstrate current and active involvement in research appropriate to the field of study and a record of scholarly achievement to the satisfaction of the Dean of the Faculty on a case by case basis; *and*
- (vi) participate in activities for postgraduate research training supervision as the Dean of the Faculty may deem appropriate; *and*
- (vii) meet such other conditions as the Dean of the Faculty may deem appropriate.

(b) Specific requirements

To be eligible to be appointed as a supervisor, in addition to the general requirements above, a person must:

- (i) have acted as an associate supervisor for the successful completion of at least two candidatures at a recognised tertiary institution; *or*
- (ii) have acted as a supervisor or an associate supervisor for at least 12 months duration at a recognised tertiary institution, and have completed the Institute for Teaching and Learning Postgraduate Supervision Development Program, or equivalent; *or*
- (iii) have acted as a supervisor for the successful completion of at least one candidature at a recognised tertiary institution.

Process for admission to register

1. Complete *Proforma for Registration of Postgraduate Research Degree Supervisors* and attach a brief CV detailing research supervision experience & qualifications.
2. Send the completed form to: Postgraduate Student Administration Unit, Edward Ford Building (A27), The University of Sydney NSW 2006.
3. Enrol in the Supervision Development Program by visiting the web site for the Institute for Teaching and Learning (ITL) (http://www.itl.usyd.edu.au/postgrad/wkshop_rego.htm).

Related Documents

1. *Postgraduate Research Higher Degree Training Supervision at the University of Sydney* at: <http://policy.rms.usyd.edu.au/00000aa.pdf>
2. *University of Sydney (Amendment Act) Rule 1999 (as amended)* at: <http://policy.rms.usyd.edu.au/000009v.pdf>
3. *University of Sydney (Intellectual Property) Rule 2002* at: <http://policy.rms.usyd.edu.au/000007i.pdf>
4. *Code of practice for supervision of postgraduate research students* at: <http://policy.rms.usyd.edu.au/000007z.pdf>
5. *Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct* at: <http://policy.rms.usyd.edu.au/00000af.pdf>