

BECOME A SUPERVISOR OF HIGHER DEGREE RESEARCH CANDIDATES

New Primary and Associate Supervisors: please complete this form, obtain the required sign-offs and:

Mail or deliver to Student Services, Faculties of Dentistry, Medicine and Pharmacy, Edward Ford Bld – A27 or fax to 9351 3196, or scan completed and signed form and email to medicine.info@sydney.edu.au

1. SUPERVISOR DETAILS			
Last name	First names	Title	
Staff ID (No Staff ID? Then date of birth)	Appointment	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time	
Faculty	School (if applicable)	Department/Discipline	
2. SUPERVISOR QUALIFICATIONS			
Name of Qualification	Institute	Year completed	
3. SUPERVISION EXPERIENCE			
3.1 (a) I have acted as Primary supervisor for the successful completion of a postgraduate research candidature			<input type="checkbox"/> Yes - Go to 3.1 (b)
3.1 (b) Please provide details of three most recent postgraduate research students supervised as Primary supervisor			<input type="checkbox"/> No - Go to 3.2
Student Name	Degree	Institute	Year completed
3.2 (a) I have acted as Associate supervisor for the successful completion of at least two research candidatures at a recognized institution			<input type="checkbox"/> Yes - Go to 3.2 (b)
3.2 (b) Please provide details of two most recent postgraduate research candidates supervised as Associate supervisor			<input type="checkbox"/> No - Go to 3.3
Student Name	Degree	Institute	Year completed
3.3 (a) I have acted as a Primary supervisor or an Associate supervisor for at least 12 months duration at a recognized tertiary institution			<input type="checkbox"/> Yes
3.3 (b) I have completed the Institute for Teaching and Learning's (ITL) <i>Development Program for Research Supervision (DPRS)</i>			<input type="checkbox"/> No
			<input type="checkbox"/> Yes
If Yes, DPRS completion date			
NOTE – If you have answered 'NO' to Questions 3.1 – 3.3, you will be registered as an Associate supervisor in the first instance			
<input type="checkbox"/> I am a continuing member of the academic/research staff of the University of Sydney <input type="checkbox"/> I continue to hold an honorary position at the University of Sydney <input type="checkbox"/> I am an active researcher as defined in the University of Sydney <i>Postgraduate Research Higher Degree Training Supervision</i> policy <input type="checkbox"/> I am familiar with the University of Sydney policies, procedures and regulations as they pertain to higher degrees by research			
Signature _____		Date _____	
4. APPROVED BY: Dean, or Head of School, or Associate Dean (Research Training), or equivalent (i.e. academic responsible for the faculty's postgraduate research training)			
Register this applicant as a:	<input type="checkbox"/> Primary Supervisor <input type="checkbox"/> Associate Supervisor	Supervising level:	<input type="checkbox"/> Doctorate & Masters <input type="checkbox"/> Masters only
Name		In the faculty of:	
Signature		Date	
Chair of Board Name		Signature	
Signature		Date	

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:

- be a member of the academic staff of the University at Level B or above; *or*
- be considered appropriate by the Dean of the Faculty on a case by case basis; *and*
- hold a qualification at a level above that for which the candidate seeks to be supervised, *or*
- 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*
- 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*
- participate in activities for postgraduate research training supervision as the Dean of the Faculty may deem appropriate; *and*
- 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:

- have acted as an associate supervisor for the successful completion of at least two candidatures at a recognised tertiary institution; *or*
- 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*
- have acted as a supervisor for the successful completion of at least one candidature at a recognised tertiary institution.

Applying to be a supervisor

Complete the attached form, obtain the required sign-offs, and return to: **Student Services Office, Edward Ford Building A27**, or fax to **9351 3196**, or scan the completed and signed form and email to medicine.info@sydney.edu

We also recommend that Supervisors use [Research Supervisor Connect](#) to publish your research interests and opportunities online. This will help you to connect with potential students. Contact the Research Connect Team at research.opportunities@sydney.edu.au

The Institute for Teaching and Learning (ITL) conduct the **Development Program for Research Higher Degree Supervision** See details at <http://www.itl.usyd.edu.au/supervision/postgrad/startScreen.cfm>
Enrol in workshops at http://www.itl.usyd.edu.au/postgrad/wkshop_rego.htm

Related Documents

Postgraduate Research Higher Degree Training Supervision at the University of Sydney at:

http://www.usyd.edu.au/ab/policies/PG_Rsch_Hghr_Dgree_Train_Sprvsn.pdf

University of Sydney (Amendment Act) Rule 1999 (as amended) at:

http://www.usyd.edu.au/senate/policies/Amendment_Act_Rule.pdf

University of Sydney (Intellectual Property) Rule 2002 at:

http://www.usyd.edu.au/senate/policies/Intellectual_Property_Rule.pdf

Code of practice for supervision of postgraduate research students at:

http://www.usyd.edu.au/ab/policies/Supervision_PG_Rsch_Students.pdf

Code of Conduct for Responsible Research Practice and Guidelines for Dealing with Allegations of Research Misconduct at:

http://www.usyd.edu.au/ab/policies/Rsch_Code_Conduct.pdf