

RENEWAL OF SUPERVISOR REGISTRATION (SCHEDULE B)

Please refer to the *Supervision of Higher Degree by Research Students Policy* and *Supervision of Higher Degree by Research Students Procedures* at <http://policies.curtin.edu.au/findapolicy/>

Part 1	Academic Staff Member to Complete
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Register ID Number <i>(if known)</i>	Supervision Level
Staff ID Number	Title
Family Name	Given Name
School/Department/Institute	
Faculty	Highest Academic Qualification

In applying for Renewal of Supervisor Registration, I confirm that:

1. I am an **active researcher**.
 - (a) I have at least one relevant publication in the last two years (including the preparation of substantive research report(s)/creative work(s)/patent(s))

Yes	No
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 - (b) I am supervising currently enrolled:

(i) Doctoral student(s)	Yes	No
(ii) Masters (by Research) student(s)	Yes	No

in the capacity of:

(i) Supervisor	Yes	No
(ii) Co-Supervisor /Associate Supervisor	Yes	No

2. I have undertaken **professional development for supervisors** in the last three years to maintain/enhance my supervisory skills and knowledge of Curtin’s policies, guidelines and rules as they pertain to higher degrees by research. *(At least one of the following criteria must be met)*
 - (i) Current, active membership of one or more of the following committee/s

University Graduate Studies Committee	Faculty Graduate Studies Committee
University Research & Development Committee	Faculty Research & Development Committee

 - OR**
 - (ii) Attendance at workshops/seminars offered by the Graduate Research School

Name of Workshop/Seminar: _____

Date of Attendance: _____

3. I have passed the online **Research Integrity Professional Development Program** *(access via iPerform)*

Yes	No
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Completion of Higher Degree by Research Student

Name of recently completed research student:	
Student ID: <i>(if Curtin student)</i>	
Supervision Capacity: <i>(Supervisor, Co-supervisor, Associate Supervisor)</i>	
Name of Degree:	Year of Completion: _____

The web listing of supervisor details includes a search engine for prospective students to seek potential supervision. Your details can be accessed online via <http://postgraduateresearch.curtin.edu.au/about/register-of-supervisors/> If you would like any additional discipline key words, please list them here;

Discipline Key Words

Declaration. I have read the Supervision of HDR Students policy and procedures and agree to supervise students in accordance with the policy and with Curtin's Rules 10 and 11 pertaining to Doctoral and Master by Research Degrees and the University's Values and Signature Behaviours.

Signature: _____ **Date:** _____
Please forward this form to your Head of Enrolling Area or Line Manager to complete Part 2

Part 2 Head of Enrolling Area or Line Manager to Complete

I recommend that _____ **continue** on the Curtin University Register of Supervisors, having satisfied the criteria detailed in Part 1

Name: _____ Position: _____

Signature: _____ Date: _____

Please forward this form to GRS.Academic@curtin.edu.au for processing

Part 3 Graduate Research School/ADVC-Research Training to Complete

Date of receipt of application by Graduate Research School: _____

Consideration by Associate Deputy Vice-Chancellor, Research Training:

Outcome: Application for Renewal of Registration on Register of Supervisors is;

- (i) Executively APPROVED for
Level 1 Registration.
 - Doctoral and Masters supervision; or
 - Masters Only supervision; orLevel 2 Registration.
 - Doctoral and Masters supervision; or
 - Masters Only supervision; or
- (ii) Executively NOT APPROVED for renewal.

Signature of ADVC, RT: _____ Date: _____

In the case of (i) above,

Date of UGSC noting: _____

Date of New Registration Expiry (Date of UGSC Meeting + four years): _____

Date of Data Entry: (a) Database: _____ (b) Website: _____

(c) Alesco: _____ (d) Notification: _____

In the case of (ii) above,

Date Staff Member notified: _____

Notes: _____
