

Application for Admission to the Register of Advisors

What is this form for?

This form is for staff (including Adjunct staff) of JCU who wish to supervise Higher Degree by Research Candidates. This form is to request admission to the JCU Register of Advisors, to request a change to the level at which an Advisor is registered, or to request re-admission after expiry of the registration period (4 years). Links to relevant policies and procedures are at the end of this form.

Who needs to sign this form?

This form must be signed by the applicant and their relevant College Dean (or delegated authority).

What should you know before you complete this form?

It is recommended that you check your eligibility for admission to the Register before completing this application by completing the 'Your level on the Register' section of this form.

You need to be aware of the HDR Requirements Policy (Supervision and Management of Candidature Section), the HDR Supervision Procedure and the requirement for HDR Advisor training.

You also need to be aware that data from the Register is used in determining the score allocated to Advisors for scholarship scoring.

Your details

Name:

Title & Position:

College:

I am applying for

- Admission to the register for the first time
 - A change of level on the register
 - Re-registration
-

Your qualifications

My highest qualification is:

- A PhD
- A Professional Doctorate
- Other – please specify:

Your JCU employment

I am associated with JCU in the following capacity:

- Permanent, continuing staff member
- Fixed term appointment – due to finish on:
- Adjunct appointment – due to finish on:
- Professor Emeritus
- I am not employed by, or an adjunct of JCU

Your publication record

All JCU staff are required to upload their publications into the University Record via ResearchOnline@JCU. Applications without an up-to-date publication record may be delayed until this is done.

Within the past two years I have authored/co-authored:

- 1 HERDC eligible publication
- 2 HERDC eligible publications
- 3+ HERDC eligible publications
- I have not authored any HERDC eligible publications during this time

Within the past five years I have authored (tick all applicable and specify quantity):

- HERDC eligible book – quantity:
- HERDC eligible book chapter – quantity:
- HERDC eligible conference publication – quantity:
- HERDC journal article – quantity:

Your HDR completions

Records of HDR candidates supervised to completion can be viewed on your Research Portfolio site. This information reflects the official University records and will be the information used in the assessment of this application.

If you have had HDR completions at another institution, please complete Appendix 1.

Within the past five years I have supervised to completion:

- 1 HDR candidate
- 2 HDR candidates
- 3+ HDR candidates
- I have not supervised any HDR candidates to completion

You can also view your publication record by visiting your Research Portfolio site <http://research.jcu.edu.au/portfolio>

You can access ResearchOnline@JCU at <https://researchonline.jcu.edu.au>

HERDC eligibility is defined at www-public.jcu.edu.au/researchservices/data/publication/JCUPRD_034243

HDR completions do not include Masters by Coursework with a project component or Bachelors Honours.

Completion means that the degree has been awarded and does not include HDR candidates who have submitted their thesis for examination or who are undertaking corrections.

Of the HDR candidates indicated above I was Primary (or Principal) Advisor for:

- 1 HDR candidate
 - 2 HDR candidates
 - 3+ HDR candidates
 - I have not supervised any HDR candidates to completion as a Primary Advisor
-

Your Advisor training

All Advisors must undertake the required JCU Advisor training before being admitted to the Register and taking on supervisory roles.

I have completed:

- Advisor Training on date:
 - Advanced Advisor Training on date:
 - I am registered to attend Advisor Training on date:
-

Your level on the Register

Please complete the following to indicate which level you will be eligible for:

I have a doctoral qualification

- Yes – proceed to next question
- No – ineligible for registration as an Advisor

I have authored at least 1 HERDC eligible publication (or equivalent creative output) in the last two years

- Yes – proceed to next question
- No – ineligible for registration as an Advisor

I have completed or am registered for JCU Advisor Training

- Yes – proceed to next question
- No – ineligible for registration as an Advisor

I have contributed to the generation of at least five HERDC output points (or equivalent creative outputs) in the last five years

- Yes – proceed to next question
- No – Secondary Advisor eligible

I have supervised at least two HDR candidates to completion in the last five years, and was Primary Advisor for at least one of these

- Yes – Advisor Mentor eligible
- No – Primary Advisor eligible

New Advisors should complete the Advisor Training and experienced Advisors, the Advanced Advisor Training.

HDR Advisor Training – www.jcu.edu.au/grs
Go to 'For HDR Advisors'

HERDC Points (from HERDC eligible publications):
Book = 5 points
Book chapter = 1 point
Journal article = 1 point
Conference paper = 1 point

Your signature

Please sign below

Signature:

Date:

College Dean signature

In signing this application you agree that where the applicant is an employee of JCU, they are capable of undertaking supervisory duties as part of their workload and that their workload will be adjusted to accommodate supervisory duties in accordance with the JCU Enterprise Agreement 2013-2016 Section 34.6 OR where the applicant has an adjunct or Emeritus appointment, that this appointment is with your College and that it is appropriate for the applicant to undertake HDR supervision.

Name:

Signature:

Date:

Where do I submit this form?

This form should be submitted to the Academic Services Officer in your College who will submit the form to the Graduate Research School.

What happens next?

Your application will be assessed by the Graduate Research School and the Dean, Graduate Research will authorise inclusion on the Register of Advisors at the level for which you are eligible. You will be contacted by email by the GRS to confirm the details of your appointment.

How do I find out more?

Specific questions regarding registration can be addressed to GRS@jcu.edu.au. Please also see More Information and links below.

More information and links

HDR Requirements Policy - www.jcu.edu.au/policy/allatoh/JCU_132774.html

HDR Supervision Procedure - www.jcu.edu.au/grs/policies/JCU_137077.html

JCU Enterprise Agreement 2013-2016 -

http://www.jcu.edu.au/jobs/public/groups/everyone/documents/awards_agreements/jcudev_013543.pdf

Graduate Research School contact - www.jcu.edu.au/grs/contacts/index.htm

GRS USE ONLY

Eligibility checking:

- Doctoral qualification
- Completion of Advisor Training
- One HERDC eligible publication in last two years
- Contribution to five HERDC points in last five years
- Successful HDR supervision to completion of at least two candidates, one as Primary

Notes:

Applicant eligible for:

- Secondary Advisor
- Primary Advisor
- Advisor Mentor
- Not eligible

Conditions of registration:

Approval of Dean, Graduate Research:

Notes:

Applicant has been:

- Added / updated in GRS Advisor database
 - Emailed regarding registration
 - Booked into training (if applicable)
- Added to LearnJCU Higher Degree by Research Advisors Community page

Form details:

Owned by: Graduate Research School
Approved by: Dean, Graduate Research
Version (date): 31/08/2015

Appendix 1 – HDR Completions at previous institutions

Please complete the table below with details of HDR candidates you have supervised to completion at previous institutions

Name (Firstname Lastname)	Type of Degree e.g. PhD	Year awarded	Type of Supervision (Primary, Secondary, etc)	Name of Institution	Thesis title	URL Link to details