| Application for Admission or Upgrade to the JCU Register of Advisors | JAMES COOK UNIVERSITY AUSTRALIA |
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| JCU Graduate Research School (GRS) | Version 01-2025 |

This form is for staff (including Adjunct appointments) of JCU who wish to supervise Higher Degree by Research Candidates.

**Complete this form to:**
- Register for the first time
- Upgrade your level on the Register

**Who needs to sign this form?**
- The applicant
- Relevant College Dean (or nominee)
- Dean Graduate Research and Researcher Development (or Nominee)

## Part 1: Applicant's Details

| | | | |
|---|---|---|---|
| Title: | | | |
| First/Given Name: | | | |
| Surname / Family Name: | | | |
| Position: | | | |
| College: | | Employment: | |
| Highest Qualification | PhD | Prof Doc | Other: Please specify |
| I am applying to: | | | |
| Request admission to the JCU Register of Advisors for the first time | | | |
| Upgrade my level on the Register to: | | | |

## Part 2: Your publication record

| | Yes | No |
|---|---|---|
| Have you authored at least one peer reviewed journal article (C1), chapter in a scholarly book (B1), scholarly book (A1) or full, refereed conference paper (E1) in the past two years? | **Yes** | **No** |
| Have you uploaded your publications to ResearchOnline@JCU? | **Yes** | **No** |
| All JCU Staff are required to upload their reportable publications to the University Record via ResearchOnline@JCU. Please note that approvals for applications **without** an up-to-date publication record in ResearchOnline@JCU may be delayed until this is done. | | |
| Are you research active[1]? | **Yes** | **No** |

[1]The definition of research active is:

Humanities, Social Sciences and Arts (HASS): at least five points of research outputs in the previous five years.

Science, Technology, Engineering, Mathematics and Medicine (STEMM): at least six points of research outputs in the previous five years.

Book (A1) = 5, Book Chapter (B1) = 1, Journal Article (C1) = 1, Conference Paper (E1) = 0.5 or 1.  Please note: where the Library is unable to verify a research output as a Non-Traditional Research Output (NTRO), applicants will need to include in their application an endorsement from a senior scholar within their discipline, to support the claim of relevant outputs as reportable outputs.

## Part 3: HDR Supervision Completions

| | |
|---|---|
| How many PhD candidates have you supervised to completion in the past 5 years? | |
| How many Masters (by research or equivalent) have you supervised to completion in the past 5 years? | |
| Of the HDR candidates indicated above, how many were you Primary (or Principal) Advisor for? | |

If your supervisions are external to JCU, please provide the following details of at least 2 below.

Level Requirements:
  Secondary and Primary: no HDR Supervisions required
  Advisor Mentor: Two HDR supervision completions with at least one as the Primary advisor and at least one a PhD

| | |
|---|---|
| **Name of HDR Candidate** | |
| **Name of Institution** | |
| **Degree Type** | |
| **Year Completed** | |
| **Thesis Title** | |
| **URL (if available)** | |
| **Your level of Supervision on the panel (e.g. Primary or Secondary)** | |

| | |
|---|---|
| **Name of HDR Candidate** | |
| **Name of Institution** | |

| Degree Type | |
|---|---|
| Year Completed | |
| Thesis Title | |
| URL (if available) | |
| Your level of Supervision on the panel (e.g. Primary or Secondary) | |

## Part 4: Advisor Professional Development

**Training requirements**

**New advisors:** Must complete the following training before applying to the JCU Register of Advisors or as soon as possible after application.

1. Initiate Training
2. Epigeum Online Course and Reflective Tasks
3. Respectful Relationships for HDR Advisors

**Existing Advisors wishing to upgrade level:** Must complete Elevate tasks.
**For more information on training and professional development events visit the website:**
**https://www.jcu.edu.au/graduate-research-school/advisors/becoming-an-advisor**

For new advisors:

| | | | |
|---|---|---|---|
| **1.** | I have completed JCU Initiate Training on the following date:<br>        Or<br>I am registered to attend JCU Initiate training on the following date: | | |
| **2.** | I have attended or have a confidential exemption for Respectful Relationships for HDR Advisors<br>OR<br>I am registered to attend on the following date: | **Date:** | |
| | | **Date:** | |
| **3.** | I have completed the Epigeum Online Course and Reflective tasks? | **Yes** | **No** |

**For existing advisors wishing to upgrade their level on the Register:**

| | | |
|---|---|---|
| **Have you completed the Elevate Tasks?**<br>(If yes, please forward your written tasks with your application.) | **Yes** | **No** |

## Part 5: Signatures

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| **Applicant Signature:** |
| **Comments:** |

## College Dean or Director Signature (or Nominee)

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
- 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:**

| **Recommend Registration as:** | |
|---|---|

**Comments:**

## GRS USE ONLY

**Eligibility checks**

| **Criteria** | |
|---|---|
| Doctoral qualification | |
| Completion of Initiate Training or registered to attend training | |
| Completion of Respect Workshop/Exemption or registered to attend | |
| Completion of Epigeum online course and reflective tasks | |
| Research publication count in the last two years | |
| Weighted research publication count in the last five years | |
| Successful HDR supervision to completion of at least two candidates, one as Primary | |

**Level eligibility:**

**Notes:**

## Approval of Dean Graduate Research and Researcher Development (or Nominee)

**Name:**

**Signature:**

| **Level Approved:** | |
|---|---|

**Conditions of Registration:**