

## HIGHER DEGREE RESEARCH SUPERVISOR REGISTRATION GUIDELINES

Batchelor Institute recognise that good quality supervision is an essential component in providing a high-quality experience for Higher Degree by Research Candidates. To ensure quality of supervision and successful learning outcomes Batchelor Institute Graduate School will maintain a register of employees who are qualified to supervise, and others external to the Institute who are appointed for specific Candidates' research development. The conditions of Supervisor Registration are the same for employees and for externally appointed supervisors.

### Registration

- registration may be provided at the Doctoral and/or the Masters level(s) and at the Primary Supervisor and/or Associate Supervisor level
- registration will be for a period of five years, after which time application for re-registration will be required.

### Requirements

The following outlines the requirements to gain registration as a Supervisor with Batchelor Institute. Applicants would normally:

- hold a qualification equal to or higher than the level at which they will be supervising
- have demonstrated achievement in research and an appropriate record of scholarly publications
- have relevant knowledge and appropriate experience in the topic area and/or methodology
- have sufficient time and access to adequate resources, taking account of total workload, including the supervision of other HDR Students
- have a working relationship with the Graduate School and a working knowledge of Batchelor Institute's internal processes

### Special Circumstances

In exceptional circumstances the Academic Program Leader in the Graduate School may recommend registration (with supporting documentation) where the above criteria have not been met.

### Primary Supervisor

A Primary Supervisor is responsible for directing the student academic work, ensuring the submission of reports and meeting other administrative responsibilities. In certain cases, and in line with Institute's growing Graduate School outcomes, where no internal Supervisor can be found an external Supervisor will be accredited and contracted on a casual fixed term appointment. In addition, a Primary Supervisor would normally have successfully supervised to completion at least one HDR Student, with a minimum supervisory load of 20% in the past five years at the Institute, or another recognised higher education provider.

### Associate Supervisor

An Associate Supervisor will play an active role in the supervisory process including, as a minimum, providing relevant advice about the research topic. An Associate Supervisor may be external to the Institute. External Supervisors normally will have specialist skills and appropriate professional experience, and in most cases will hold a degree at the same level or higher than the one the Candidate is undertaking.

### Application to Register

The application to register can be filled in and returned, with a current Resume, demonstrating professional research and industry experience and a capacity to work in a First Nations led and Indigenous Knowledge centred higher educational context.

## HIGHER DEGREE RESEARCH SUPERVISOR REGISTRATION APPLICATION

This form asks you for relevant professional information so we can consider appointing you as a Supervisor for a Candidate in the Higher Degree by Research Master or Doctor of Philosophy Program.

Should you have any questions please discuss with our Graduate School team: [graduateschool@batchelor.edu.au](mailto:graduateschool@batchelor.edu.au)

### Personal Details

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Title: \_\_\_\_\_ Affiliation: \_\_\_\_\_

Role: \_\_\_\_\_ Orcid ID: \_\_\_\_\_

Current Professional Resume Attached:      Yes      No

### Supervisory Experience

Please indicate the level of experience you have in supervising Higher Degree by Research Candidates by completing the following table.

	# currently supervising	# completed	# MA	# PhD
Primary supervisor				
Associate supervisor				

How many if any of these Candidates identified as Australian First Nations?

How many if any of these Candidates identified as First Nations person from another country?

Do you speak another language than English and if so, which one?

Have you supervised someone whose first language is not English?

## HIGHER DEGREE RESEARCH SUPERVISOR REGISTRATION APPLICATION

Have you completed any training or induction for Higher Educational Research Supervision, Adult Education, Cultural Safety, Intercultural Practice, Peer Supervision, or another relevant practice? If so, which ones and when?  
(limit 1200 characters)

Are you prepared to participate in professional development relevant to Candidate Supervision at Batchelor, and are there specific skills you would like to strengthen in your practice? (limit 1200 characters)

Supervisor Approved

Yes

No

Date

Academic Program Leader Signature