

Application for Admission or Upgrade to the JCU Register of Advisors



JCU Graduate Research School (GRS)

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)
- Higher Degree by Research Advisor Development Coordinator

Part 1: Applicant's Details

Title							
First /Given Name:							
Surname / Family Name:							
Position							
College		Employment					
Highest Qualification	PhD		Prof Doc		Other		
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

Have you authored at least one ERA recognised publication (or equivalent creative outputs) in the preceding two years?	Yes		No	
Have you uploaded your publications to ResearchOnline@JCU? <i>If you answered No to the above question or your publications have not been reviewed, your application may be delayed.</i>	Yes		No	
Are you research active??	Yes		No	

All JCU Staff are required to upload their publications into the University Record via ResearchOnline@JCU.

Please note that applications without an up-to-date publication record may be delayed until this is done.

The definition of research active is:

Humanities, Social Sciences and Arts (HASS): At least five ERA-eligible publications in the previous five years
 Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines: At least six ERA-eligible research publications in the previous five years.

Book Chapter (A1) = 1, Book (B1) = 5, Journal Article (C1) = 1, Conference Paper (E1) = 0.5 or 1
 Please note: Where the library is unable to verify a research output as an 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 ERA-eligible research.

Part 3: HDR Supervision Completions

How many PhD candidates have you supervised to completion in the last 5 years?	
How many Masters (by research or equivalent) have you supervised to completion in the last 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)	

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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:	
	OR 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	
	OR I am registered to attend on the following date:	
3.	I have completed the Epigeum Online Course and Reflective tasks?	

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

Have you completed the Elevate Tasks?

(If yes, please forward your written tasks with your application.)

Yes

No

Policies, procedures and practices for advising JCU research candidates change over time, and it is important for all advisors to stay up to date. Therefore, we ask all who are on the Register of Advisors to update their knowledge. The easiest way to do this is to attend Supporting our Supervisor events and read Advisor Updates sent out as part of the GRS Newsletters. Based on attendance at an event your current registration date will be extended.

If you are unable to attend any events then once every four years you will be asked to read the [JCU HDR Advisor's Handbook](#) and complete an online quiz.

Part 5: Signatures

Applicant

Signature:

Date:

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

Recommend Registration as

Comments:

Name:

Signature:

Date:

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 HDRs, one as Primary	
Level eligibility:	
Notes:	

Approval of Higher Degree by Research Advisor Development Coordinator:

I confirm that I support this application.

Name:	Signature:	Date:
Level Approved:		
Conditions of Registration:		