

SUPERVISION NOMINATION FORM

HIGHER DEGREE BY RESEARCH



Prospective Higher Degree by Research (HDR) applicants require endorsement by a potential supervisory team prior to submission of a formal application. If you require assistance to find a supervisor, you can use the [find a supervisor function](#) or contact your potential school office.

You will be required to upload this form together with your application and supporting documents into the application portal on the university [website](#).

PART A - APPLICANT TO COMPLETE

PROSPECTIVE APPLICANT DETAILS

Last Name:

First Name:

Research Topic Title:

Discipline or Program
of Interest:

PROJECT SUMMARY

Please provide a summary of your research project (max. 500 words). You will also be required to submit a research proposal and current curriculum vitae to your proposed supervisory team with this completed form.

ACADEMIC QUALIFICATIONS

Please list all of your academic qualifications (e.g. Bachelor/Undergraduate, Masters Degree, Graduate Certificate, Graduate Diploma, PhD, etc). You will be required to submit a coloured or certified copy of your transcripts/certificates when you submit a formal HDR application through the university [website](#).

Degree	Country	Institution	Year of Completion

RESEARCH PUBLICATIONS/CONFERENCE PAPERS

Please provide details of your research publications/conference papers. You will be required to submit a copy of any supporting evidence you submit a formal HDR application through our university [website](#).

Article Title	Journal / Book / Conference	Weblink

Bring Your Own Device (BYOD)

The University of Newcastle's Bring Your Own Device (BYOD) policy encourages HDR candidates to use an existing device where it meets the requirements of their research program.

Candidates who do not have access to a suitable device may choose to receive up to \$2,000 from their Direct Research Costs (DRC) allocation to purchase a laptop or other appropriate device.

Alternatively, candidates may retain these funds within their DRC budget and use them for eligible research-related expenses throughout their candidature. Candidates who choose to receive laptop funding at commencement must provide evidence of purchase (such as a tax invoice) before accessing any remaining DRC funding.

All HDR candidates will have access to University-licensed software on their device through the University's Apps Anywhere platform.

Please choose one of the following:

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I will use my own device to commence my program and understand that I may still access my DRCs in future for the purpose of purchasing a computer.

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I request access to my DRCs on commencement of my program for the purpose of purchasing a computer and understand that I will need to provide evidence of purchase prior to accessing further DRC funding.

SUPPORTING DOCUMENTATION AND DECLARATION

- I declare that the information provided in this form is true and correct;
- I recognise that if I provide false or misleading information, my application for admission will not progress;
- I acknowledge that endorsement from a proposed supervisory team does not guarantee that I will be offered admission;
- I have provided my curriculum vitae (including two referees) and a research proposal to my proposed supervisory team; and
- I acknowledge I will need to upload the following documents to the applicant portal to support my application:

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CURRICULUM VITAE (INCLUDING DETAILS OF TWO REFEREES)

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TRANSCRIPTS/CERTIFICATES

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RESEARCH PROPOSAL

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RESEARCH PUBLICATIONS/CONFERENCE PAPERS

**Prospective Applicant
Signature:**

Date:

Prior to submitting this form, applicants must have established contact with their proposed Principal Supervisor and received confirmation that the supervisor is willing to supervise their research project. Once completed, please forward this form to your principal supervisor to complete and signed pages 3-5 before returning to you.

Once this form has been completed and signed, you must then [submit an application for admission](#) to the Higher Degree by Research (HDR) program and upload the signed copy of this form as part of your application. Please note that applications will not be considered without a completed and signed Supervision Nomination Form.

PART B – APPLICANT AND PRINCIPAL SUPERVISOR TO COMPLETE TOGETHER

Supervisory Expectations

The candidate and supervisory team should meet, either in person or via videoconference, to discuss the proposed project, assess the candidate's suitability, and confirm that the supervisory arrangements are appropriate. The meeting should address the matters outlined below and establish clear expectations regarding communication and supervision. Candidates and supervisors are expected to maintain regular contact throughout candidature, with formal supervision meetings involving the candidate and all members of the supervisory team held at least every one to three months.

- 1) A schedule for supervisory meetings has been discussed and agreed.

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Yes

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No

- 2) The format of the meetings has been discussed (e.g. who is responsible for setting the agenda)

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Yes

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No

- 3) It is expected that supervisors will be available to candidates at times other than formal meetings. The best means of informal contact (e.g., email/drop-in) has been discussed.

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Yes

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No

- 4) The expected time to submission of the thesis for examination is 3.5 years for a Doctor of Philosophy and 1.75 years for a Master of Philosophy. Please confirm if the initial project scope and timeline, as well as expectations regarding working hours and location have been discussed.

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Yes

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No

- 5) It is expected that candidates will receive feedback on any submitted work within a reasonable timeframe (maximum of 4 weeks). The nature of the feedback to be provided (e.g. written/oral) and from whom (e.g., all supervisors or principal supervisor only) should be discussed to ensure it meets both candidate and supervisor needs. Please confirm whether the nature of the feedback received on written work has been discussed.

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Yes

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No

- 6) Please confirm that expectations regarding candidature progression, including the management of delays, leave and health-related matters, have been discussed between the candidate and supervisor, and that both are aware of the available support mechanisms and avenues for engagement with Graduate Research throughout the candidature.

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Yes

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No

- 7) The candidate and supervisors have discussed expectations regarding the responsible conduct of research, including, intellectual property, conflicts of interest, ethics, and procedures for raising concerns regarding research integrity. Arrangements relating to data custody, publication rights, and continuation of research following withdrawal, leave of absence, or completion of candidature have been discussed and agreed.

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Yes

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No

- 8) Please confirm that the complexity and scope of the research project have been discussed between the candidate and supervisor, including any potential implications for milestones, candidature progression and overall project timelines.

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Yes

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No

- 9) Intellectual Property (IP) that is generated by research candidates is an important outcome of thesis research. The University seeks to maximise the transfer of IP to the benefit of the wider community and recognises the advantages of protecting and commercialising certain type of IP. It is important that candidates and supervisors familiarise themselves with the [University's IP Policy and Procedures](#). Please confirm that issues of Intellectual Property have been discussed.

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Yes

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No

- 10) Please confirm that the candidate and supervisor have discussed expectations regarding the presentation and dissemination of research results, including presentations and discussions conducted internally and externally, whether in team-based or individual formats.

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Yes

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No

- 11) Publication and authorship arrangements have been discussed, including the planned dissemination of research outcomes, authorship expectations and recognition of contributions in accordance with the University's Research Authorship Procedure. Authorship Agreement Forms have been or will be completed for publications arising from the research. The candidate and supervisory team have also discussed arrangements for publication and authorship following thesis submission, completion, or discontinuation of candidature, and any restrictions on the dissemination of research outcomes.

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Yes

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No

- 12) A Data Management Plan has been developed, or will be developed, by the candidate and supervisory team. The plan should address data ownership and custodianship, storage location, access permissions, retention and disposal requirements, and responsibilities for data management following the candidate's departure from the University. The candidate and supervisors should also discuss any requirements for sharing data or providing reports to external parties

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Yes

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No

PART C - PRINCIPAL SUPERVISOR TO COMPLETE

The prospective HDR applicant listed above is seeking admission into an HDR program and has nominated you as the principal supervisor. If you are willing and have supervisory load capacity to supervise the prospective applicant, please complete this section and return to the applicant, who will then submit a formal application for admission through the university portal.

Is this program aligned with a Doctoral Training Centre?

Please Select

If yes, please provide name:

Please also confirm if the project is aligned with one of the following

Please Select

FIELD OF RESEARCH (FoR) CODES

For information about the FoR code/s in which your discipline falls, please visit [this webpage](#).

Primary FoR Code:

% Split:

Secondary FoR Code:

% Split:

(Please provide at least one 6-digit code, noting that they must start with a 3, 4 or 5)

INTELLECTUAL PROPERTY / CONFIDENTIAL INFORMATION

Research that may potentially use confidential information or develop intellectual property, whether likely to be commercialised or not, should be identified below. Please note that most candidates will not be required to sign an IP Deed Poll.

For further information, please visit [Intellectual Property Policy](#) or reach out to the Knowledge Exchange and Entrepreneurship team at innovationip@newcastle.edu.au

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Confidentiality and Intellectual Property (IP) arrangements do not apply to this research. The student will not be required to sign the University's Standard Confidentiality and IP Agreement and will generally own any IP created during their studies.

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This research will generate Intellectual Property (IP) and involve confidential information. As a condition of admission, the student will be required to sign the University's Standard Confidentiality and IP Deed Poll. Please specify which aspects of the proposed research the IP arrangements will apply to:

RESEARCH INTEGRITY AND SAFETY PROTOCOLS

There is a collective responsibility between the principal supervisor, Head of School and the candidate to be adequately trained in safe working practices and to ensure all research conducted complies with ethical, health & safety, environmental protection and any other required protocols relevant to the field of research.

Animal and Human Ethics: Research projects that involve animals or humans must apply for ethical clearance before the research commences. If the need for ethics approval develops during candidature, it is the supervisor's responsibility to follow the ethics approval process.

Please confirm the ethics requirements for this project:

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Human Research

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N/A

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Animal Research

Supervisory oversight of research protocols (To be answered if human or animal research is applicable):

A University of Newcastle staff member must be responsible for this applicant's adherence to the required ethics and/or safety protocols. In circumstances where the supervisory team does not possess the specialist knowledge or expertise in relation to ethics and/or safety, responsibility for providing oversight of these protocols may be delegated to another University of Newcastle staff member, subject to their explicit agreement.

Who is responsible for ensuring the candidate's learning of the protocol, and overseeing the appropriate conduct of that protocol? Please provide details of this person's experience with the relevant protocol(s).

Research Safety

The principal supervisor (or delegate) will be responsible for:

- Conducting a risk assessment for the proposed research; and
- Where necessary, scrutinising and endorsing an application that meets the requirements of the appropriate health and safety committee, ensuring that approval is obtained before the research commences, and that the research

Please confirm the safety requirements for this research project:

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Institutional Biosafety Committee

Note: IBC assists the University to meet the legislative requirements of the Gene Technology Act 2000, and National Health Security Act 2007, as well as monitoring microbiological practice against Australian Standards (AS/NZS 2243 series) and other aspects of biosafety related to research and training

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Chemical and Radiation Technical Committee

Note: CRTC provides the University with a forum for the consultation of health and safety matters involving hazardous materials (other than biological).

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No Health and Safety Committee approvals are required

NON-ROUND SCHOLARSHIPS

If the applicant has been nominated for a non-round scholarship, please complete the following sections:

Scholarship Type/Name (e.g. ARC,
Grant, Business & Industry)

Grant Number (if applicable)

Commitment Number (if known)

DECLARATION AND SIGNATURE

I am willing to supervise this potential candidate subject to:

- the availability of school resources;
- the subsequent submission and assessment of a full application for admission by the school and Graduate Research;
- the appropriate School and University approvals being obtained; and
- I acknowledge that the composition of the proposed supervisory team complies with the requirements set out in [Code of Practice for Higher Degree by Research Candidature](#)

If the supervisory team does not meet s71 of the [Code of Practice for Higher Degree by Research Candidature](#), including supervisory load less than 20%, please provide justification below.

Principal Supervisor

Title and Name

% Load

Signature

Date

Co-Supervisor/s

Title and Name

% Load

Title and Name

% Load

Title and Name

% Load

External Supervisor/s (if applicable)

Title and Name

% Load

Organisation

Email Address

Phone Number

Postal Address

Title and Name

% Load

Organisation

Email Address

Phone Number

Postal Address