

SUPERVISION NOMINATION FORM

HIGHER DEGREE BY RESEARCH



Prospective 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](#), contact your potential school office, or contact graduate-research@newcastle.edu.au.

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

PROSPECTIVE APPLICANT DETAILS

Last Name:

First Name:

Email:

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 certified (or colour) copy of your transcripts/certificates when you submit a formal HDR application through our university [website](#).

Degree	Country	Institution	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

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 may not progress;
- I acknowledge that endorsement from a proposed supervisory team, although required for admission, 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:

- ☐ CURRICULUM VITAE (INCLUDING DETAILS OF TWO REFEREES)
- ☐ TRANSCRIPTS/CERTIFICATES
- ☐ RESEARCH PROPOSAL
- ☐ RESEARCH PUBLICATIONS / CONFERENCE PAPERS

Prospective Applicant
Signature:

Date:

Once you have completed this form, forward with relevant supporting documents including a research proposal and curriculum vitae with the details of two referees, to you proposed principal supervisor. Once completed, your principal supervisor will return the signed document back to you.

Please submit a formal application for a HDR program and upload a signed copy of this form with your application.

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 to supervise the prospective applicant in this capacity, please complete this section and return to the applicant, who will then submit a formal application for admission through the university portal.

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)

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. For further information, please visit [this webpage](#).

☐

This research will develop Intellectual Property or use Confidential Information and the Standard University Confidentiality and IP Agreement will be sent to the student as a condition of their admission (recommended for industry and grant funded projects)

☐

Confidentiality and Intellectual Property is not applicable. The student will not be required to sign the Standard University Confidentiality and IP Agreement, and the student will generally own the intellectual property created in the course of their studies

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. Please confirm the ethics requirements for this project:

☐

Human Research

☐

Animal Research

☐

N/A

If the need for ethics approval develops during candidature, it is the supervisor's responsibility to follow the ethics approval process.

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 persons 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:

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

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)

No Health and Safety Committee approvals are required

LAPTOP REQUIREMENTS

All HDR candidates are provided with a standard laptop by the University. If the student requires an advanced computer instead, this may be purchased by the school (once they have accepted an offer) subject to approval.

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)

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.

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		