

# Fast Track to Principal Supervisor APPLICATION FORM



**Applications for Round 1 2024 of the Fast Track to Principal Supervisor are due COB 31 January 2024.**  
**Applications to be submitted via email to Researcher Education <[researchtraining@adelaide.edu.au](mailto:researchtraining@adelaide.edu.au)>.**

## Background

The University's [Research Education and Supervision Policy](#) includes a provision for new staff and Early Career Researchers who have no prior record of principal supervision to be appointed as a Principal Supervisor. 'Principal Supervisor' refers to the primary member of the supervisory panel who is a University staff member or affiliate, adjunct or titleholder of the school in which the candidate is enrolled, and who has been appointed by the Head of School to have the primary responsibility for the supervision of an HDR candidate.

New staff and Early Career Researchers who have no prior record of principal supervision or who have not completed a candidate as a co-supervisor may be appointed as a Principal Supervisor once they have completed the required Principal Supervisor training and endorsement from their Head of School.

The required Principal Supervisor training focuses on fostering the appropriate skills and attributes to ensure effective supervision. It includes trainings on all aspects of the Australian Code for the Responsible Conduct of Research, providing a safe and supportive environment for HDRs, managing the candidate-supervisor relationship, and supporting HDR students' mental health.

To satisfy the Principal Supervisor training requirements, all four activities in the *Fast Track to Principal Supervisor Training Program* must be completed.

## Requirements of the Program

Applicants must have already been admitted to the Supervisor Register before they apply to complete the Fast Track to Principal Supervisor program. If you are not already on the Supervisor Register as a co-supervisor, you will need to submit an application to [join the supervisor register](#), which requires completion of the online Supervisor Induction Program, [Epigeum: Supervising Doctoral Studies](#).

You must provide evidence of completion of all four training activities listed below and a recommendation from your Head of School. All training activities must be completed as scheduled. If any sessions are missed, they may be made up in a future delivery of the program, however participants should be aware that there may be several months between delivery cycles.

Before you apply, you should also familiarise yourself with the [Supervisor Register Policy](#) and the responsibilities of supervisors detailed in the [Research Student Handbook](#) (Appendix 2).

## How to apply

Complete the application, and seek endorsement from your Head of School. Your application may be assessed based on your application responses, the number of applicants from each Faculty, and your current level of supervisory experience. Successful applicants will be notified by email. Unsuccessful applicants are welcome to apply again in the future.

1. Applicant Details		
Family Name:	Given Name:	Title:
Staff ID number (a number)		
Faculty / Division:		
School / Branch:		
Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (please indicate FTE e.g. 0.5)		
Year commenced at University of Adelaide:		
Current Supervisor Level on <a href="#">SCRS</a> (e.g. Co-Supervisor C):		
Total HDR Students currently supervising:		

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## 2. Application Questions

What supervision experience do you have to date? You may like to include HDR supervision experience at the University of Adelaide or elsewhere, as well as supervision of other students (e.g. Masters by Coursework or Honours students).

Why do you want to participate in this program? What do you hope to learn or achieve through completion of the program?

What does high quality supervision mean to you? What attributes do you believe make a good HDR supervisor?

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## 3. Program Activities

The Fast Track to Principal Supervisor Program includes in person workshop, two online live webinars conducted via Zoom, and one self-paced online course. The live activities must be attended in full, and as specified in order to meet the requirements of the program. You will also receive a certificate of completion for each activity, to be provided as evidence when submitting your final application to the Supervisory Register.

Activity	Delivery mode	Date scheduled
1. Epigeum: Research Integrity	Self-paced online course	Access anytime
2. Respectful Research Training	2-hour interactive workshop, in person North Terrace campus	Tuesday 6 <sup>th</sup> February 10:30-12:30
3. Managing relationships with HDR students	1-hour live webinar	Tuesday 5 <sup>th</sup> March 11:00am-12:00pm
4. Simple strategies for supporting HDR students' mental health	1-hour live webinar	Thursday 11 <sup>th</sup> April 11:00am-12:00pm

## 4. Applicant Declaration

- I understand the commitment involved in taking part in this program and I am prepared and able to commit the time and effort required.
- I understand that the live workshops and webinars must be attended in full in order to meet the requirements of the program. Any sessions missed must be completed in future offerings of the program.
- I have previously been admitted to the University of Adelaide Register of Supervisors as a Co-Supervisor
- I have read and will abide by the rules, policies and guidelines of the University and in particular: the [Research Education and Supervision Policy](#). The Fast Track program allows supervisors to be appointed as Principal Supervisor in advance of supervising their first student to completion, however all other requirements of the Research Education and Supervision Policy apply (e.g. supervisors must have a PhD (or equivalent) to supervise PhD students (clause 20), and must be actively engaged in research in a relevant area to the student's research (clause 10)).
- I understand that following completion of the program, I will need to apply for the status of Principal Supervisor on the Supervisor Register, and that I must work in conjunction with an experienced Co-Supervisor who is eligible as a Principal Supervisor in their own right (i.e. not through completion of the Fast Track Program) until such time as a student under my supervision completes their HDR.
- I understand that I cannot be nominated as a principal supervisor until confirmed in this role by the Adelaide Graduate Research School, following completion of all requirements of the program.

Signature of Applicant: \_\_\_\_\_

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

## 5. Head of School Endorsement

- I endorse this application for the Fast Track to Principal Supervisor Program.
- I confirm that in my view this staff member has sufficient experience and expertise to provide a high quality HDR supervisory experience.
- I understand that supervisors who are registered as Principal Supervisor following completion of the Fast Track Program must be partnered with experienced Co-Supervisor who is eligible as a Principal Supervisor in their own right (not through completion of the Fast Track Program) until such time as they complete their first HDR student.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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