



Higher Degree Research (HDR) Supervisory Panel Details Form

1. Information about this Form

This form can be used to:

- a) Establish a supervisory panel for a new HDR Candidate within 3 months of their commencement
- b) Update details of an existing supervisory panel for a current HDR Candidate

Please note the following:

- The supervisory panel must be approved and appointed by the Delegated Authority in accordance with the [ANU Research Awards Rule \(RAR\)](#)
- This form is to be completed by the HDR Candidate with assistance from the relevant College or School HDR Administrator (particularly the Supervisory Panel Details section).
- Please ensure that all required fields are completed, and all necessary endorsements/approvals are obtained.
- Processing of the form is completed by the relevant ANU College/School HDR administration team.

2. HDR Candidate Details

ANU ID*:	Select Current Program:	PhD	MPhil
Family Name*:	ANU College:		
Given Name(s)*:	ANU Research School:		

3. Topic of Thesis

4. Supervisory Panel Details

At least three persons must be appointed to the supervisory panel (two for MPhil candidates). At least one supervisor must be a full, or part-time, academic ANU staff member, and is expected to hold appointment for the duration of the program. Please indicate who the Panel Chair is and who is Primary Supervisor.

For supervisors: when you sign below or provide approval via an email, you are indicating:

1. Your consent to join the supervisory panel for the above candidate;
2. Your details recorded on this form are current and accurate; and
3. You will abide by the University Code of Practice for HDR Supervision.

Before agreeing to join the panel you should read the following policy, procedure & guidelines:

- Policy: Higher Degree by Research – supervision: https://policies.anu.edu.au/ppl/document/ANUP_012812
- Procedure: Higher Degree by Research – supervision: https://policies.anu.edu.au/ppl/document/ANUP_012813
- Guideline: Higher Degree by Research – University, candidate, and supervisor responsibilities: https://policies.anu.edu.au/ppl/document/ANUP_012814

PANEL MEMBER 1:	Add	Remove	Update details	Change/update effective from:
Title:			ANU ID*:	
First Name*:			College:	
Surname*:			School:	
Date of Birth*^:			Email: <small>ANU or Official Email Address</small>	
Supervisory Panel Role*: <small>(hold CTRL to select multiple)</small>		Appointment Type (internal staff only):		Academic Title (VaHa and external only):



PANEL MEMBER 1 – continued

Does the Panel Member identify as being from a [Research End-user](#) Organisation*?

Yes (complete the questions below)

No (proceed to signature)

Organisation Name:

Industry Type:

Organisation Address:

Organisation Type:

Phone Number:

Signature (or attach email approval) for addition to panel or updated details:

Position Title:

(NOTE: No signature/email approval required for removal)

PANEL MEMBER 2:

Add

Remove

Update details

Change/update effective from:

Title:

ANU ID*:

First Name*:

College:

Surname*:

School:

Date of Birth*:

Email:

ANU or Official Email Address

Supervisory Panel Role*:
(hold CTRL to select multiple)

Appointment Type (internal staff only):

Academic Title (VaHa and external only):

Does the Panel Member identify as being from a [Research End-user](#) Organisation*?

Yes (complete the questions below)

No (proceed to signature)

Organisation Name:

Industry Type:

Organisation Address:

Organisation Type:

Phone Number:

Signature (or attach email approval) for addition to panel or updated details:

Position Title:

(NOTE: No signature/email approval required for removal)

PANEL MEMBER 3:

Add

Remove

Update details

Change/update effective from:

Title:

ANU ID*:

First Name*:

College:

Surname*:

School:

Date of Birth*:

Email:

ANU or Official Email Address

* Required field. External supervisors do not need to provide the ANU ID.

^ Date of Birth is required to identify the supervisor name against the correct Supervisor ID in the Student Administration System to avoid any errors or duplication.

Where panel member is External, and no ANU ID exists, an HDR External Supervisory Panel Member Request Form should be completed and forwarded to hdr.candidature@anu.edu.au for processing, and to check whether the person has been formally appointed to academic status (full, clinical or adjunct) as per [ANU Policy: Academic titles conferral: Honorary \(Clinical\)* appointee, Visiting Fellow, Visitor and Emeritus Professor](#).

& *Research End-user organisation is defined as per this [Glossary](#)

PANEL MEMBER 3 - continued
Supervisory Panel Role*:
(hold CTRL to select multiple)

Appointment Type (internal staff only):

Academic Title (VaHa and external only):

Does the Panel Member identify as being from a [Research End-user](#) Organisation*?

Yes (complete the questions below)

No (proceed to signature)

Organisation Name:

Industry Type:

Organisation Address:

Organisation Type:

Phone Number:

Signature (or attach email approval) for addition to panel or updated details:

Position Title:

NOTE: No signature/email approval required for removal

PANEL MEMBER 4:

Add

Remove

Update details

Change/update effective from:

Title:

ANU ID*:

First Name*:

College:

Surname*:

School:

Date of Birth*:

Email:

ANU or Official Email Address

Supervisory Panel Role:
(hold CTRL to select multiple)

Appointment Type (internal staff only):

Academic Title (VaHa and external only):

Does the Panel Member identify as being from a [Research End-user](#) Organisation*?

Yes (complete the questions below)

No (proceed to signature)

Organisation Name:

Industry Type:

Organisation Address:

Organisation Type:

Phone Number:

Signature (or attach email approval) for addition to panel or updated details:

Position Title:

(NOTE: No signature/email approval required for removal)

5. Checks and Approvals

Candidate Approval

Candidate Signature*:

Comments (optional):

Date*:

Chair of Panel Approval

Is the HDR Candidate from a Sanctioned country?

Yes No

If YES: Is the Topic of Thesis compliant with Sanctions requirements?

Yes No

For more information on Sanctions, please visit the [ANU Sanctions Procedure](#) webpage and the [DFAT Sanctions webpage](#).

I endorse the composition and appointment of the supervisory panel.

Yes No

Chair of Panel Name*:

Signature*:

Date:

Delegated Authority Approval

I approve the composition and appointment of the supervisory panel and any other details or updates as per this form*:

Approved Not approved

If Approved: I confirm that any addition of a supervisory panel member meets the RAR requirements for the role:

Yes No

If NO: I confirm that the additions/updates specified on this form do not meet the RAR requirements for the role, however I approve under the RAR (as an exception).

Reason for approval as an exception:

Delegated Authority Name*:

Signature*:

Date:

Associate Dean of College Approval (NOTE: only required if DA is part of panel, to avoid conflict of interest)

I approve the composition and appointment of the supervisory panel and any other details or updates as per this form:

Approved Not approved

Associate Dean Name:

Signature:

Date:

ONCE THIS FORM IS COMPLETED, PLEASE RETURN TO THE SCHOOL/COLLEGE HDR ADMINISTRATOR

HDR ADMINISTRATOR CONTACT DETAILS

Full Name	
School/College	
Email address:	

Office Use Only - College/School HDR Administrator Checklist

Update Student Admin System with the supervisory panel information and any Research End-User information for a panel member
Check Student Admin System for External Panel Member ANU ID (DOB is used to verify records).
Where there is no ANU ID, complete and email the External HDR Supervisor Panel Member Request Form to: hdr.candidature@anu.edu.au
Once all Supervisory panel members have been added to the HDR candidate record email confirmation to the HDR candidate and panel members to inform them (whether this is addition, removal or an update of a panel member)
Save this form and all approval emails to candidate ERMS record

Graduate Research Office
Office of the Dean, Higher Degree Research
Haydon-Allen Building 22
University Avenue, Canberra ACT 2601 Australia
hdr.candidature@anu.edu.au