



**Australian
National
University**

HDR Candidature Team
Graduate Research Office
Office of the Dean, Higher Degree Research
Haydon Allen Building 22
University Avenue, Canberra ACT 2601 Australia
CRICOS Provider Number: 00120C

Email: hdr.candidature@anu.edu.au

Higher Degree Research (HDR) Candidature Details

1. Information about this form

The [Research Awards Rules \(RAR\)](#) require the Delegated Authority to appoint Panel Chair/Primary Supervisor/Associate Supervisors in accordance with subrules 5.50-54 (or recommend to the relevant Dean any person whose academic status is not specified in the above subrules).

Please ensure that:

- **This form is completed within 3 months of the HDR Candidate's commencement,**
- All required fields are complete, and all necessary endorsements/approvals are obtained,
- Any enquiries are directed to the relevant ANU College HDR Administration office.

2. HDR Candidate Details

Form Type (✓ Tick one):	Add new <input type="checkbox"/>	Update Existing <input type="checkbox"/>	
Family Name:	<input type="text"/>		ANU ID: U <input type="text"/>
Given Names:	<input type="text"/>		ANU Research School: <input type="text"/>
HDR Candidate Type:	Domestic <input type="checkbox"/>	International <input type="checkbox"/>	Research Intensity: Full time (40 hours minimum per week) <input type="checkbox"/> Part-time (20 hrs minimum per week) <input type="checkbox"/>
Current Program (✓ Tick one):	PhD <input type="checkbox"/>	Professional Doctorate <input type="checkbox"/>	Master of Philosophy <input type="checkbox"/>
ANU College*:	<input type="text"/>		Internal/External Study Mode (✓ Tick one): Internal <input type="checkbox"/> External <input type="checkbox"/>

*College of Arts & Social Sciences; College of Asia & the Pacific; College of Business & Economics; College of Engineering & Computer Science; College of Law; College of Health and Medicine; College of Science; National Centre for Indigenous Studies.

3. Topic of Thesis (please print):

4. Supervisory Panel Details

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

By signing below, you are indicating your consent to join the supervisory panel for the above student, and abide by the University Code of Practice for HDR Supervision. Before signing, you should read the following policy, procedure & guidelines:

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

Panel Member 1						
Title:	<input type="text"/>					
First Name*:	<input type="text"/>					
Surname*:	<input type="text"/>					
Date of Birth*:	<input type="text"/>					
ANU ID*:	<input type="text"/>					
Status: (✓ Tick)	Chair of Panel	<input type="checkbox"/>	Primary Supervisor	<input type="checkbox"/>	Associate Supervisor	<input type="checkbox"/>
ANU Academic Status^#: (✓ Tick)	Tenured	<input type="checkbox"/>	Adjunct	<input type="checkbox"/>	External	<input type="checkbox"/>
ANU College/School	<input type="text"/>					
ANU or Official Email Address	<input type="text"/>					

Panel Member 2						
Title:	<input type="text"/>					
First Name*:	<input type="text"/>					
Surname*:	<input type="text"/>					
Date of Birth*:	<input type="text"/>					
ANU ID*:	<input type="text"/>					
Status: (✓ Tick)	Chair of Panel	<input type="checkbox"/>	Primary Supervisor	<input type="checkbox"/>	Associate Supervisor	<input type="checkbox"/>
ANU Academic Status^#: (✓ Tick)	Tenured	<input type="checkbox"/>	Adjunct	<input type="checkbox"/>	External	<input type="checkbox"/>
ANU College/School	<input type="text"/>					
ANU or Official Email Address	<input type="text"/>					

* Required field.

^ Please indicate (a) if person is a tenured University employee OR (b) year of expiry of appointment OR (c) (if external) whether the person has been formally appointed to academic status (full, clinical or adjunct) as per http://policies.anu.edu.au/policies/academic_status_full_clinical_adjunct/policy.

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.

4. Supervisory Panel Details (continued)

Panel Member 3					
Title:					
First Name*:					
Surname*:					
Date of Birth*:					
ANU ID*:					
Status: (✓ Tick)	Chair of Panel		Primary Supervisor		Associate Supervisor
ANU Academic Status^#: (✓ Tick)	Tenured		Adjunct		External
ANU College/School					
ANU or Official Email Address					

Panel Member 4					
Title:					
First Name*:					
Surname*:					
Date of Birth*:					
ANU ID*:					
Status: (✓ Tick)	Chair of Panel		Primary Supervisor		Associate Supervisor
ANU Academic Status^#: (✓ Tick)	Tenured		Adjunct		External
ANU College/School					
ANU or Official Email Address					

* Required field.

^ Please indicate (a) if person is a tenured University employee OR (b) year of expiry of appointment OR

(c) (if external) whether the person has been formally appointed to academic status (full, clinical or adjunct) as per http://policies.anu.edu.au/policies/academic_status_full_clinical_adjunct/policy.

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.

5. Approvals

<p>CHAIR OF PANEL</p> <p>(✓ Tick one) Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/></p> <p>Name (print): <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>	<p>HEAD OF DEPARTMENT</p> <p>(✓ Tick one) Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/></p> <p>Name (print): <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>
<p>DELEGATED AUTHORITY</p> <p>(✓ Tick one) Approved <input type="checkbox"/> Not Approved <input type="checkbox"/></p> <p>Name (print): <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>	<p>DEAN OF COLLEGE (IF APPLICABLE)</p> <p>I approve the composition and appointment of the supervisory panel</p> <p>Name (print): <input type="text"/></p> <p>Signature: <input type="text"/></p> <p>Date: <input type="text"/></p>

ONCE ALL PANEL MEMBERS HAVE COMPLETED AND SIGNED THIS FORM, PLEASE RETURN TO THE SCHOOL/COLLEGE HDR ADMINISTRATOR LISTED BELOW

HDR ADMINISTRATOR CONTACT DETAILS

Full Name	Piruna Bialowas
School/College	Crawford School of Public Policy / College of Asia and the Pacific
Email address:	cap.hdr@anu.edu.au

Office Use Only

College/School HDR Administrator Checklist	HDR Candidature Checklist
HDR Panel Members updated in Student Admin System	All External Supervisory Panel Member Request forms have been checked for duplicates in the Student Admin System.
Check Student Admin System for External Panel Member ANUID (DOB is used to verify records).	Process External Supervisory Panel Member request in Student Admin System.
Where there is no ANUID, complete and email External Panel Member Request Form to: hdr.candidature@anu.edu.au	Notify School/College HDR Administrators of new External Supervisory Panel Member ANUID.
Student and External Panel Members advised once all Supervisory panel members have been added to the HDR Candidate record.	