

PROSPECTIVE SUPERVISOR FORM

INTRODUCTION

Supervisors are active researchers working within VU's Institutes and Research Centres. They provide guidance and support throughout your research. It is important that your proposed topic aligns with your prospective supervisor's expertise and the supervisor is confident of your capacity to complete the degree on time.

Applicants must include their research proposal and meet with their 'in-principle' prospective supervisor (in person, by phone or video conference) to discuss their proposal.

Prospective supervisors must be registered supervisors with Victoria University- refer to [HDR Procedure 7 Supervision](#)

Prospective supervisors must complete this form and the applicant must upload the completed form as part of their application for admission (*applications will not be considered if this is incomplete or not submitted as part of the application process*).

Prior to the applicant lodging the application, the following must be noted:

- The Institute makes the final determination and approval for appropriate supervision for the proposed research
- The applicant will need to meet the minimum academic entry requirements for admission. Previous qualifications from an overseas institution will be assessed for equivalence to Australian Higher Education Degrees
- The applicant must meet the English Language requirements

TO BE COMPLETED BY THE 'IN-PRINCIPLE' PRINCIPAL SUPERVISOR

Supervisor's Name:			
Supervisor's Area of Research:			
Supervisor Registration Level:	Level 1	Level 2	Level 3
Project Field of Research Code:			
Applicant's Name:			

Have you read the applicant's research proposal?

Yes

No

If no, please specify why: _____

Have you met with the applicant and discussed their proposal in person, by phone or video conference?

Yes

No

If no, please specify why: _____

Based on the proposal (Structure, Writing, Critical Thinking etc.) and what you know of the applicant, is the applicant likely to complete their preferred higher degree by research on time?

Yes

No

Do you support the admission of the applicant, with you as supervisor, to undertake a higher degree by research?

Yes

No

If no, please inform the applicant as to why you are unable to supervise them.

An 'in-principle' associate supervisor must be nominated at the point of applying for admission

Supervisor's Name:

Is the associate supervisor with in VU?

Yes

No

Is the associate supervisor registered supervisor at VU?

Yes

No*

*provisional associate supervisor/s must be registered with Victoria University- refer to [HDR Procedure 7 Supervisor](#)

Further comments (if applicable)

Supervisors Signature*

Date

* I acknowledge this is an 'in-principle' approval and is subject to Institute approval

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy

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