

Memorandum

To	Dr Benjamin Lee Davis		
Cc			
From	Graduate Studies – Swinburne Research	Internal Mail	[H67]
Date	6 December 2018		
Approval Date	6 December 2018		
Subject	Register of Accredited Supervisors		
Status	APPROVED		

Dear Dr Davis,

I am writing to advise you that your application for accreditation upgrade was approved in accordance with the Research Training Statement of Practice on **6 December 2018**.

Supervision Level:	Principal Supervisor
Course Level	Doctoral and Masters

Please note that as you have yet to supervise a candidate to completion at a doctoral level, your maximum supervisory load will be capped at a total of 5 candidates overall. This load capping will apply until a student under your supervision achieves a completion.

If you are a new employee, you are required to complete the [mandatory compliance training](#) which is compulsory for all Australian Universities under the TEQSA teaching and research standards. This must be completed **within 1 month** of commencing at Swinburne and refresher training **every 3 years**. To locate the mandatory compliance training module in ELMO please follow the instructions on [Youtube](#).

In addition to the mandatory compliance training, research supervisors are expected to undertake **at least 2 hours** of training **per year** at faculty or university level. Experienced supervisors contributing to formal supervision training programs at the university or faculty level, or supervisors who have published on supervision in the past 12 months will have these activities recognised as training.

All internal research supervisors are expected to attend a professional development session covering changes in policy that may affect HDR supervision **once every 3 years**.

Evidence of research productivity is required for ongoing registration for Principal and Co- Supervisors. This will normally include research income; or publications; or successful research degree completions within the last five years. Satisfactory performance in supervision is required for ongoing registration.

Information on guidelines and processes relating to HDR candidature lifecycle, including your responsibilities as a supervisor, is available in the [Swinburne Research Training Statement of Practice Handbooks](#).

If you have any queries, please feel free to contact us on HDRcandidature@swin.edu.au.

Kind regards

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