

GRADUATE RESEARCH SCHOOL

SUPERVISION AWARD TOOLKIT

(C) SUPERVISION STATEMENT

(max. 2 pages, min. font size 10)

The following headings are a guide to issues that may be addressed in the application, but use of these headings is not compulsory. Applicants should summarise the specific attributes, which make their supervisory contribution distinctive in terms of achieving excellence and exceeding normal best practice and use the appropriate headings and format to make the case for outstanding supervision, referring to comments from students and other supporting material (see below), and the student outcomes in the Supervision Record Table (completion time, research outputs, employment destinations of graduates etc) to illustrate claims.

(i) Supervision of higher degree research students:

- **Communication and monitoring progress** Strategies and achievements in relevant practices which may include: effective induction processes; ensuring both parties have a clear understanding and agreement of expectations and roles; maintaining regular and meaningful contact; providing timely and constructive feedback on all aspects of performance; strategies to monitor progress and performance and ensure the student is meeting standards required for the degree and will be able to achieve timely completion.
- **Mentorship and career development** Strategies and achievements in relevant practices which may include: assisting students to identify and meet career goals; assisting students to integrate into the research community and relevant disciplinary and professional groups through networking, publications, conference attendance and applying for appropriate grants and awards.
- **Responding to individual students needs** Achievements in relevant practices which may include: identifying and helping to address student's individual circumstances (international, cultural, family, financial); identifying and assisting students with personal, technical or academic problems; negotiating and resolving conflict or problems within the working relationship.
- **Training and skills development** Strategies for supporting students' development of research skills relevant to the discipline; identifying and addressing skills deficiencies and developing skills required at various stages of candidature; supporting students' development of written and oral communication skills.

(ii) Scholarship and leadership in supervision

- **Scholarship and professional development** Strategies for managing a professional and systematic approach to the development of your effectiveness as a supervisor, including reflective evaluation and participation in professional development activities, attendance at workshops, and publications/materials.
- **Leadership in supervisory practice** Professional contributions to scholarship, policy development and best practice in supervision at the School/Faculty/University level, including mentoring of new staff, publications/other outputs, invitations to speak on supervision, and what you have achieved and contributed through key appointments in recognition of your leadership and track record in supervision.

(D) SUPPORTING MATERIAL

(max. 6 pages, min. font size 10)

Applicants are encouraged to include original documents, or excerpts of testimonials etc as scanned inserts in the application. Applicants are requested to make available original documents that are referred to in the application if the original is not provided. Examples of material that may be useful to include:

- **Feedback from students:** In addition to requirement (g) for one student reference applicants are strongly encouraged to include other submissions from current and past research students. The submissions can be emails or letters or citations, but in all cases the applicant must clarify whether the submissions were solicited/unsolicited.
- Examples of **feedback to students** (for drafts etc)
- **Feedback from the student postgraduate representative** in the School/Faculty or University commenting on improvements/benefits that have resulted from initiatives or processes that you have introduced
- **Invitations to co-supervise** students at other universities
- **Excerpts from examiners' reports** on theses where these reflect on your supervision
- **Extracts from acknowledgments in theses** where these reflect on your supervision
- **Handouts** or other documentation of particular supervisory processes and strategies (**for colleagues**)
- **Emails/letters from colleagues** that reflect on commitment to supervision
- **Emails/letters from employers or postdoctoral supervisors** commenting on the high standard of training of students from your group or other comments that reflect on your supervision
- **Copies of scholarly publications** listed on the cover sheet related to supervision
- **Documentation of leadership in supervisory practices** – invitations, workshop outlines, copies of new policies and processes introduced by you in the School/Faculty
- **Materials or techniques developed for the training and supervision** of research students, especially innovative materials or techniques (and examples of completed supervisory tools used with candidates)