**Procedure for Keeping Register of Research Supervisors**

The [Accreditation of Faculty and Other Academics as Research Supervisors Policy](file:///C%3A%5CUsers%5Ccosment.AD%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C34IGI65J%5CAccreditation%20of%20Faculty%20and%20Other%20Academics%20as%20Research%20Supervisors) requires the College to keep a register of accredited research supervisors. The following procedures and responsibilities apply to the keeping of such a register.

1. **Faculty or other academics currently accredited at another Australian Higher Education Provider and/or Australian University**
	1. Faculty or other academics currently accredited at another Australian Higher Education Provider and/or Australian University shall provide a certified copy of the required document/s to the Director of Research.
	2. The Chief Operations officer shall file the document/s.
	3. The Director of Research will ensure the person’s name is added to the list of accredited supervisors on the College website.
2. **Faculty members or academics not accredited elsewhere**
	1. Faculty members or academics not accredited elsewhere shall provide a certified copy of the required document/s to the Director of Research.
	2. The Chief Operations Officer shall file the document/s.
	3. The Director of Research will ensure the person’s name is added to the list of accredited supervisors on the College website.
3. **A person wishing to be accredited as a research supervisor at Eastern College Australia, but who is not accredited elsewhere, nor has acted as the primary supervisor for a successful doctoral student**
	1. A person wishing to be accredited as a research supervisor at Eastern College Australia, but who is not accredited elsewhere, nor has acted as the primary supervisor for a successful doctoral student shall:

(a) provide a certified copy of an academic transcript stating the successful completion of a doctorate to the Director of Research.  If this qualification has not been achieved then supply other proof that their professional work has been consistent with section 3a of the [Accreditation of Faculty and Other Academics as Research Supervisors Policy](file:///C%3A%5CUsers%5Ccosment.AD%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C34IGI65J%5CAccreditation%20of%20Faculty%20and%20Other%20Academics%20as%20Research%20Supervisors).

(b) allow the Director of Research to view two portfolios as listed in section 3b of the [Accreditation of Faculty and Other Academics as Research Supervisors Policy](file:///C%3A%5CUsers%5Ccosment.AD%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C34IGI65J%5CAccreditation%20of%20Faculty%20and%20Other%20Academics%20as%20Research%20Supervisors).

* 1. The Director of Research shall provide the Chief Operations Officer with a letter stating that the required portfolios have been sighted by him.
	2. The Chief Operations Officer shall file the document/s.
	3. The Director of Research will ensure the person’s name is added to the list of accredited supervisors on the College website.