

Determining Equivalence of Professional Experience to Academic Qualifications Application Form (Recruitment)



This application set out the process by which an academic staff member's professional experience and expertise, and/or other professional qualifications, can be assessed against the requirements and professional competency to undertake a position or role with the University as set out in the Academic Career Framework, where a Doctorate qualification is not held.

For appointments to Level B and above, staff are normally expected to hold a Doctorate qualification or demonstrate equivalent professional experience.

Applicants are asked to consider the requirements outlined in the [Professional Experience to Academic Qualifications Equivalency Procedures](#) before submitting an application, and should note that evidence submitted to demonstrate equivalence must relate to significant and relevant professional activity undertaken within the last 5 years.

This form should be submitted with supporting evidence to the relevant Hiring Manager (or to recruitment@flinders.edu.au), which will be reviewed by the relevant Vice-President and Executive Dean (or delegate) for consideration.

Staff member details			
Name		Date of Submission	
College			
Teaching / Research Area			
Academic Level			
Position Type	☐ Teaching Specialist ☐ Teaching and Research ☐ Research Only		
Highest Level of Qualification	☐ Bachelor degree (AQF 7) ☐ Graduate Diploma (AQF 8) ☐ Graduate Certificate (AQF 8)	☐ Bachelor Honours (AQF 8) ☐ Masters degree (AQF 9) ☐ Doctoral Degree (AQF 10)	
Provide a concise overview of your relevant professional experience and how this demonstrates equivalence of a Doctorate qualification (must include significant activity within the last 5 years). Approx 250 words.			
To support assessment of equivalence, please provide evidence of your professional experience and standing			
Professional experience – please add a × in the check box			
☐ Up to 5 years			
☐ 5-9 years			
☐ 10+ years			
Professional Standing - Consider the criterion provided according to the setting/reach of the activities undertaken. A candidate does not require evidence for all criterion but must demonstrate at least three in addition to the appropriate professional experience.			

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Please add a ✕ in the check box against the criteria you will be attaching evidence for in this application. *Please refer to the [Professional Experience to Academic Qualifications Equivalency Procedures \(Appendix A Assessment Rubric\)](#) to ensure you include the appropriate number of examples by Academic Level.*

☐	Development of professional standards/guidelines/policies/procedures
☐	Providing advice as subject matter expert
☐	Managing significant projects in the field
☐	Recognition that acknowledges, excellence, leadership, or expertise in a relevant field
☐	Participation in advisory groups/boards and professional networks
☐	Peer reviewed publications (high impact or citations)
☐	Other scholarly outputs (e.g. books, commissioned reports, media engagement)
☐	Recognised research leadership
☐	Any other achievements that demonstrate professional experience equivalence, not captured in the above criterion

☐ Documentary evidence is **attached** to support claims made. Please ensure evidence is labelled appropriately in line with the above criterion.

Please email this application, with supporting documentation, to the relevant Hiring Manager (or to recruitment@flinders.edu.au) who will provide to their College Vice-President and Executive Dean (or delegate) for consideration.

Assessment by Vice-President Executive Dean or Portfolio Head (or delegate)

☐ I confirm that the applicant / staff member **meets** the professional experience requirement **AND** demonstrates professional standing at a level commensurate with the position applied for, according to the assessment rubric.

☐ The applicant / staff member does **not** meet the professional experience requirement **OR** does not demonstrate professional standing at a level commensurate with the position applied for, according to the assessment rubric.

Signed:

Date:

Name:

Comments (optional):

After the assessment has been completed, the Hiring Manager should submit the form to recruitment@flinders.edu.au