

The purpose of this form is to capture Supervisor details for entry into Campus Community, where there is no existing record. Please note that Disciplines must provide full contact details of new Supervisors for entry into Campus Community where no such record exists.



**CREATE A NEW SUPERVISOR**

(\*Delete where appropriate)

Prefix : \_\_\_\_\_ Family Name : \_\_\_\_\_ Given Names : \_\_\_\_\_

Preferred Name (if different) : \_\_\_\_\_ Date of Birth : \_\_\_\_\_ Gender : \*Male/\*Female

**Please Note**

If you are/have been a Student/ Staff Member / Examiner or Title Holder (Adjunct/Affiliate/Clinical) at the University of Adelaide, you may already have been assigned an EmplID. Similarly if you are/have been known under a different Family name, you may exist in the University records, under this name.

Please advise if any of the above apply to ensure that a duplicate record is not created and advise your EmplID if known.

**Contact Details**

Business Name (Company/Organisation): \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country (if outside Australia): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address (Optional): \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country (if outside Australia): \_\_\_\_\_

**New Supervisor Certification**

Name of student: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Date

**School/Discipline Certification**

The new supervisor is to be attached to the following school/discipline: \_\_\_\_\_

\_\_\_\_\_  
\*Head of School or Discipline/\*Postgraduate Coordinator Date

**For Office Use Only**

<input type="checkbox"/> Search/Match Check  EmplID _____  Sign: _____ Date: _____	Comments
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