

CHANGE OF SUPERVISOR DETAILS

Student Name: _____ ID No: _____

School/Discipline: _____ Program: _____

E-mail address: _____

I wish to inform the Graduate Centre that I *have had/ *will have a change of supervisor(s) with effect from ____/____/____

My Previous and New Supervisors are (Please list ALL supervisors):

- All nominated supervisors must be admitted to the Supervisor Register prior to supervising students. If a nominated supervisor is not already on the Register, they will need to complete http://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_academic_staff_and_affiliate_and_titleholders.pdf or http://www.adelaide.edu.au/graduatecentre/forms/supervisor_registration_external_supervisor_not_affiliate_or_titleholder.pdf, and return it with this form. If this is not possible, the Postgraduate Coordinator will be appointed as a temporary advisor until all nominated supervisors are registered. This is to guarantee access to panel supervision. If this would leave the Postgraduate Coordinator with sole supervision then the Head of School/Discipline will be made temporary advisor.
- For all supervisors, please list their role, School/Discipline, percentage responsibility for supervision, and registration status in the table below. If a Supervisor is leaving the Supervisory Panel, please indicate this with the word **REMOVE**. These supervisors must still sign this form.

Title	Supervisor's Name (in full)	Principal (P)/ Co-(C)/ External (E) †	% Responsibility for Supervision/ Remove	On Register? (Y/N)	School/Discipline	Signature (All <u>must</u> sign incl. those Removed)

†NOTE: All Higher Degree Research students must be supervised by a panel comprising a principal and at least one co or external Supervisor. The principal supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School/Discipline in which the student is enrolled, or, an affiliate, adjunct or clinical titleholder with that School/Discipline. A co-supervisor may be an academic employee from any University School/Discipline (including an affiliate, adjunct or clinical titleholder). An external supervisor has no formal or official association with the University and does not have affiliate or adjunct status. Each supervisor on the panel must be assigned a minimum of 20% of the responsibility for the supervision (10% where there are 4 or more panel members) and the principal supervisor must always be assigned a greater percentage responsibility for the supervision than any other supervisor. All applications are to be endorsed by the new principal supervisor and either the Head of School/Discipline or Postgraduate Coordinator. Two different signatures are required.

Research Studies (Course Description) Codes (to be completed ONLY if the course description has changed)

<http://www.adelaide.edu.au/graduatecentre/pgcodes/>

NB If this section is completed, the HEADS of ALL schools listed in the description must sign this form

NB Course changes can only take place from the beginning of a semester (1 January or 1 July) and cannot be processed retrospectively across the HECS census dates (31 March and 31 August)

Please indicate the title of the course description required. The percentage split must total 100.

[E.g. MechEng(75)/CivEng(25)]: _____

Subject Code (if known): _____ Catalogue Number (If known): _____

Certification by Student

Student's signature

Date

Endorsement by Principal Supervisor and *Head of School or Discipline/*Postgraduate Coordinator

New Principal Supervisor: _____ Date: _____

*Head of School or Discipline/*Postgraduate Coordinator: _____ Date: _____

*Head of School or Discipline/*Postgraduate Coordinator: _____ Date: _____

*Head of School or Discipline/*Postgraduate Coordinator: _____ Date: _____

NOTE: By signing this endorsement you agree all members of the previous and current supervisory panels have been made aware of the listed changes.

For Office Use Only

*Approved/*Noted as specified above.

Comments

Date: _____