

Return the completed form to the

Adelaide Graduate Research School
graduate.research@adelaide.edu.au



THE UNIVERSITY
of **ADELAIDE**

Change of Supervisor Details

Division of Research and Innovation

A Higher Degree by Research Supervisor plays an integral role in the success of your research. The role of your supervisors is to help guide your research and assist you to develop the skills and knowledge that you will need to complete your research project within the time allowed for the degree. Supervisors are assigned at candidature commencement and will normally remain on your panel for the duration of your research project. A change to your supervision team may be requested under limited circumstances, for example, where a supervisor has departed from the University, where there has been a change in research direction which necessitates new expertise, or rarely, in cases of interpersonal conflict.

Note that, not all staff who assist your research need to be officially recorded as a supervisor. You may have advisors who are part of the team but are only on board to support a specific aspect of your project, such as statistical analysis. In such cases, it is preferable to acknowledge your advisor(s) contributions' in your thesis and on publications, as applicable, rather than adding them to your supervision panel.

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 an online Supervisor Registration Application: <https://scrs.adelaide.edu.au/apply> before this form can be processed.

In accordance with the [Research Education and Supervision Policy](#), all Higher Degree Research students must be supervised by a panel comprising a Principal and at least one Co or External Supervisor.

Principal Supervisor

The Principal Supervisor has the primary responsibility for supervision and must be a member of the academic staff of the School in which the student is enrolled, or, a Titleholder (excluding visitors) with that School. Emeritus Professors are not eligible to act as Principal Supervisors.

Co-Supervisor

A Co-Supervisor may be an academic employee from any University School (including a titleholder (excluding visitors))

External Supervisor

An External Supervisor is a subject matter expert who is neither an academic employee or titleholder of the University.

Supervision Responsibility Weighting Splits

In all cases the Principal Supervisor carries the primary responsibility for the supervision and should be assigned the highest responsibility weighting on the panel. Where there are two or three supervisors on the panel, the Principal Supervisor should be assigned a weighting of 80% or 60% respectively and each Co or External Supervisor, a weighting of 20% to 40%.

Where there are four or more supervisors, the Principal Supervisor should be assigned the highest weighting and each additional Co or External supervisor must have a minimum weighting of 10% on the panel. Weighting splits must be in increments of 10%.

Change of Supervisor Details

Division of Research and Innovation

Student Name		
Student ID		
School		
Program		
E-mail		
I am a Scholarship holder	<input type="radio"/> Yes	<input type="radio"/> No
Scholarship Title		
I am an International Student	<input type="radio"/> Yes	<input type="radio"/> No

I wish to inform the Graduate Research School that I have had/will have a change of supervisor(s) with effect from:

____ / ____ / ____

Proposed supervision panel - please sign below to acknowledge retained or added to the student's supervision panel.

Please list the role of each supervisor on the proposed supervision panel (Principal (P), Co-Supervisor (C) or External (E)), their School, percentage responsibility for supervision, current email address and supervision category.

Full Supervisor's name	Role on panel	% Responsibility	School	Supervisor's current email address	Signatures

Supervisors leaving the panel - please sign below to acknowledge removal from the student's supervision panel.

Please provide the details of any Supervisor(s) leaving the Supervisory Panel.

Full Supervisor's name	School	Signatures (all must sign)

Certification by the student

By signing this form I agree for the above changes to be made to my supervision panel.

Student

Signature here

Date

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

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.

If the Head is the Principal Supervisor, the Postgraduate Co-ordinator must sign the School/Discipline endorsement. If the Postgraduate Co-ordinator is the Principal Supervisor, then the Head must provide the endorsement. If both the Head and Postgraduate Co-ordinators are supervisors, the Deputy Head must sign. In the rare instance where the Head, Postgraduate Co-ordinator and Deputy Head are all supervisors, the endorsement must be provided by another senior academic staff member

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

Principal Supervisor's name

Signature here

Date

Head of School/Postgraduate Coordinator name
(circle as appropriate)

Signature here

Date

For Office Use Only	
*Approved/*Noted as specified above	Comment:
Date: _____	

www.adelaide.edu.au/graduate-research

Further Information

Ph: (08) 8313 5882

Email: graduate.research@adelaide.edu.au