

Return the completed form to the

Adelaide Graduate Centre
graduate.centre@adelaide.edu.au



THE UNIVERSITY
of ADELAIDE

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 Centre that I have had/will have a change of supervisor(s) with effect from:

____ / ____ / ____

- 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.
- For all supervisors, please list their role (Principal (P), Co-Supervisor (C) or External (E)), School, percentage responsibility for supervision, current email address and supervision category 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.
- 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 in which the student is enrolled, or, a Titleholder (excluding visitors) with that School.
- The Principal Supervisor must have a minimum of 60% on any student's panel. A Co-Supervisor may be an academic employee from any University School (including a titleholder (excluding visitors)). An External Supervisor is defined as a subject matter expert who is not a member of University Academic Staff and who has not been awarded an Academic Title of the University of Adelaide, excepting a Visitor Title. Appropriately qualified Professional Staff and Internal Visitors are considered to be external for the purposes of supervision. Each co-supervisor (including external) on the panel must be assigned a minimum of 20% of the responsibility for the supervision. Weighting split will be entered as 60/20/20 in the case of 3 supervisors.
- A maximum of 3 supervisors may be on any student's panel.

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

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

Supervisors being removed - please sign below to acknowledge removal from the student's supervision 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/graduatecentre

Further Information

Ph: (08) 8313 5882

Email: graduate.centre@adelaide.edu.au