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



**THE UNIVERSITY**  
*of* **ADELAIDE**

## Division of Research and Innovation Adelaide Graduate Centre

### Application for Principal Supervisor from Outside Students School/Discipline

In compliance with the RTP guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December

#### Student Details

Student Name: \_\_\_\_\_ ID No: \_\_\_\_\_

Email Address: \_\_\_\_\_ Candidature Commencement Date: \_\_\_\_\_

Proposed School: \_\_\_\_\_ Proposed Discipline: \_\_\_\_\_

Are you an International Student: Yes  No   
(If "YES", please see notes on the reverse side of this form)

#### Proposed Principal Supervisor Details

Name: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

#### Proposed Co/External Supervisor Details

Name: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Discipline: \_\_\_\_\_

#### Justification of Proposed Arrangement

Please provide a justification for the proposed supervisory arrangement specified above including:

(i) To what extent are your research interests matched with those of your principal supervisor and to what extent is the research area identified with the proposed School/Discipline of enrolment?

(ii) What agreement has been negotiated between the Heads of your School/Discipline of enrolment and that of your principal supervisor regarding provision of resources to support your candidature?

Other comments (attach additional page(s) if required):

### Certification by Student

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### Supervisors and School/Discipline Endorsement of Supervisory Arrangement

\_\_\_\_\_  
Principal Supervisor

\_\_\_\_\_  
Endorsing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co/external\* supervisor

\_\_\_\_\_  
Endorsing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co/external\* supervisor

\_\_\_\_\_  
Endorsing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of student's School/Discipline

\_\_\_\_\_  
Endorsing Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of principal supervisor's School/Discipline

\_\_\_\_\_  
Endorsing Signature

\_\_\_\_\_  
Date

## Important

Please read the following information carefully before you complete the form.

**Retrospective approval of changes to your enrolment across the reporting dates of 30 June and 31 December is not possible.**

### Higher Degree by Research Supervision

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. A maximum of 3 supervisors can be on any one student's panel. The Principal Supervisor must have a minimum of 60% and Co-Supervisors (including External) a minimum of 20%.

*† Exception: with the agreement of all School/Discipline Head(s) involved, a student may have appointed as their principal supervisor a member or affiliate member of staff from a School/Discipline other than the one in which the student is enrolled. Such appointments are by application only on the grounds that the research interests of the student and the principal supervisor are closely matched and that the research area is appropriately identified with the enrolling location.*

### Communication

As detailed in the Research Student Handbook: The principal supervisor carries the responsibility for the coordination of all communication between the supervisors and the student and is the first point of contact in relation to matters set out in Appendix 1 Section 5 [Responsibilities of the Supervisors]. It must be clear to all parties that the primary responsibility for supervision lies with the principal supervisor. He or she is responsible for ensuring that staff members in all relevant Schools/Disciplines are aware of and involved in (where necessary) every aspect of the student's candidature.

### Completion of Forms

All forms submitted to the Graduate Centre by the student, including Leave of Absence applications, Change of Attendance Status forms and certification of thesis for examination forms must be signed by the student's principal supervisor and the Head of the School/Discipline in which the student is enrolled.

### International Students

Should seek advice from The International Student Liaison Officer before applying for any amendments to their candidature because any such amendments may result in changes to their fees and/or visa requirements. Applications by international students require authorization (for tuition and visa matters) by the International Studies Liaison Officer before the Graduate Centre can consider them.

### Sponsored Students

Please note that where there are fee implications, approval of changes to candidature will not proceed without the sponsor's approval. You will need to allow sufficient time for this approval to be sought, prior to the date the requested change to candidature become effective.

### Scholarship Holders

Should refer to the conditions of their awards.

### Attachments

Where a student is currently enrolled and seeks to initiate an arrangement whereby they are enrolled in a School/Discipline other than that of their principal supervisor, additional forms may be required e.g. 'Change of Supervisor Details' form and/or an application for 'Change of Faculty/School/Discipline form. Forms are available from the Graduate Centre website.

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

#### Further Information

Ph: (08) 8313 5882

Email: [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au)