

Instructions:

1. Complete sections 1-5 and submit to your School's Higher Degrees by Research (HDR) Administrator.
2. Administrators: If a proposed supervisor is unable to sign this form, please include copies of emails from the supervisor confirming their willingness to act as supervisor and advising the role and contribution they will assume (Senior Supervisor; Joint Senior Supervisor; Associate Supervisor). These emails should be included as part of a single submission to SGR.
3. The School of Graduate Research will inform the candidate, supervisors, HDR Delegated Authority (HDR DA) and School HDR Administrator of the final decision of this application.

Section 1. Name and details

Student ID:

Name:

Program:

School:

Section 2. Current supervisory team arrangement

Senior Supervisor:

Joint Senior Supervisor:

Associate Supervisor/s:

Section 3. Reason for proposed change

Reason:

Section 4. Proposed supervisory team arrangement

All supervisors must be listed in this section, even if they are not changing from the current arrangement.

This proposed arrangement is to commence from:

Is the candidate's topic changing as a part of this change to supervisory arrangements? Yes No

If yes and the candidate is an international candidate from a [country to which sanctions apply](#), the senior supervisor must complete a [sanctions assessment form](#) and attach it with an updated research proposal to this form.

Senior Supervisor	Name:	E-number:
	Signature:	% contribution to load:
<hr/>		
Joint Senior Supervisor	Name:	E-number:
	Signature:	% contribution to load:

**School of Graduate Research
Change of supervisor form**

**Associate
Supervisor**

Name:

E-number:

Signature:

% contribution to load:

**Associate
Supervisor**

Name:

E-number:

Signature:

% contribution to load:

**Associate
Supervisor**

Name:

E-number:

Signature:

% contribution to load:

The percentage contributions of the supervisory team must total 100%.

Total contribution entered on this form: %

Section 5. Candidate signature

In signing below I request that the proposed amendments to my supervisory team are approved and certify that I have notified the relevant [ethics committee](#) of the changes as necessary.

Signature:

Date:

Section 6. Academic School endorsement

In signing below I certify that:

- All supervisors are appropriately registered, and not above the maximum load for supervision
- The requested change to supervision arrangements is approved
- I have notified current supervisors of the request if it impacts on them
- If the proposal involves cross-school supervision, the Dean/Head of School of the employing school has authorised this arrangement
- Members of the proposed supervision team are not in what may be described as a privileged relationship (e.g. husband and wife) or are there no issues which represent a real or perceived conflict of interest in members of the supervision team offering advice to the candidate (e.g. supervisor is line manager of candidate)

**Dean /Head of School
(or delegate)** Name:

Signature:

Date:

School:

If the Dean/HoS, is a part of the proposed supervisory team then the Deputy PVC (R&I) or their delegate, who is not involved in the supervisory arrangement, must sign this form.

Section 7. School of Graduate Research use only

Approved by ADVC RT&D

Yes

No

Candidate, supervisors, HDR Delegated Authority and HDR Administrator will be advised of the application outcome via email once the application has been approved and processed by SGR.