

SV

APPLICATION TO VARY SUPERVISION DETAILS

NOTE: This form must be signed by your supervisor(s) and the Head or Postgraduate Co-ordinator of your School before you lodge it with the Research and Graduate Studies Office, Level 2, David Myers Building, Bundoora Campus.

Section 1 – to be completed by the candidate

Student No. _____

Family name: _____ Other names: _____ Title: _____

Address: _____ Postcode: _____

(IS THIS YOUR CURRENT POSTAL ADDRESS?) YES/NO

Email Address: _____

Telephone: (Home) _____ (Work) _____ Courseload: Full-time/Part-time

Faculty: _____ School: _____ Degree course: _____

Candidate's Signature: _____

Date: ___/___/___

1. Request to change principal supervisor:

From: _____ in the School of _____

Signature _____ Date: ___/___/___

To: _____ in the School of _____

Signature _____ Date: ___/___/___

<i>Number of students currently supervised</i>	PhD	Prof Doc	Masters
FT	_____	_____	_____
PT	_____	_____	_____

2. Request to change co-supervisor:

From: _____ in the School of _____

Signature _____ Date: ___/___/___

To: _____ in the School of _____

Signature _____ Date: ___/___/___

<i>Number of students currently supervised</i>	PhD	Prof Doc	Masters
FT	_____	_____	_____
PT	_____	_____	_____

3. Request to have a Co-Supervisor (external) Please note that such appointments are made once the nominated Co-Supervisor (external) has met the requirements of the Supervisor Register and has returned the *Term of Appointment as a Co-Supervisor (External)*

Name: _____

Address: _____

Is this a permanent arrangement? YES/NO

Reason for request _____

4 Request to add/delete co-supervisor:

Supervisor _____ in the School of _____
Signature _____ Date: ___/___/___

5 Request to have an associate supervisor at another research institution:

Name: _____
Address: _____
Is this a permanent arrangement? YES/NO
Reason for request _____

Candidate's Signature: _____ Date: ___/___/___

Section 2 – to be completed by the current principal supervisor

- 1. Please indicate if you have discussed the request with the candidate. Yes (...) No (...).
- 2. Do you agree to the Research and Graduate Studies Office inviting the person nominated to be an external so-supervisor or associate supervisor? Yes(...) No (...)

Agreement of the current principal supervisor:

Signature: _____ Print name: _____ Date: ___/___/___

Section 3 – to be completed by the Head of School or Postgraduate Co-ordinator

N.B. Academic Board has determined that if the supervisor is the Head of the School or the Postgraduate Co-ordinator, this section must be completed, signed and dated by another senior member of the school.

- 1. Do you approve the change in the supervision arrangements? Yes (...) No (...)
- 2. Comments (if any): _____

Signature: _____ Print name _____ Date: ___/___/___

RGSO Action

Team Leader:- Check Signatures, SIS information Initials _____ Date: ___/___/___

Chair HDC(R) Approved: _____ Date: ___/___/___

Not Approved: _____ Date: ___/___/___

Entered onto SIS Initials _____ Date: ___/___/___

Personal Record sent to candidate: Initials _____ date: _____