



CHANGE OF SUPERVISOR

Student Number _____							
Family Name _____		Other Names _____					
Course _____		Faculty/Department _____					
Are you a Cotutelle or Joint Research Degree enrolled candidate?		YES <input type="checkbox"/>		NO <input type="checkbox"/>			

DETAIL OF CHANGE/S (PLEASE PRINT)

Please ensure all new supervisors align with minimum standards for appointment to a HDR supervision role as outlined in the Higher Degree Research Supervision Policy: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-supervision>

ADDING Supervisor (s):

Position	Title	Family Name	Other Name	Start Date of Role DD/MM/YYYY
Principal				
Acting Principal				
Associate				
Acting Associate				
Adjunct	Place of work and/or institution: _____			
	Email: _____		Phone: _____	
HDR Cultural Advisor				
HDR Advisor				
HDR Supervisor <small>(End-User Partnership)</small>				

DELETING Supervisor(s): ★ If a principal or an acting principal supervisor is to be replaced, the start date of the incoming supervisor must be a day after the end date of the outgoing supervisor.

Position	Title	Family Name	Other Name	End Date of Role DD/MM/YYYY
Principal				
Acting Principal				
Associate				
Acting Associate				
Adjunct				
HDR Cultural Advisor				
HDR Advisor				
HDR Supervisor <small>(End-User Partnership)</small>				

COMMENTS if Changing/Replacing

Please clarify changes entered in **tables** on the previous page.

ALL CANDIDATES

Signature: _____

Date: _____

Departmental/Faculty Administrator *(if applicable)*

I have placed a copy of the Adjunct Supervisor's acceptance of appointment on the student file.

Name _____ Signature _____ Date _____

SIGNATURES □ APPROVALS □ ENDORSEMENTS

Supporting comments:

CURRENT Principal Supervisor

Title Name (please print) Signature Date

NEW Principal Supervisor (if applicable)

Title Name (please print) Signature Date

Head of Department

Title Name (please print) Signature Date

Associate Dean (HDR)

Title Name (please print) Signature Date

Guidelines for Completing the SUP Form



SUPERVISORS

Faculties are required to nominate at least two supervisors to oversee the program of studies with at least one supervisor being nominated at the point of admission to candidature.

HDR supervisors must meet the minimum standards for appointment to respective roles. The minimum standard information is available on the HDR Supervision Policy <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/higher-degree-research-supervision>

ADDITION OR CHANGE OF SUPERVISORS

Please indicate the dates for changes of any of the supervisory positions. Enter new or additional supervisors with a start date. If changing supervisors enter both the end date for the previous supervisor and start date for the new supervisor. If your Principal Supervisor is on leave please indicate the start date for Acting Supervisor and end date if known. Further explanation to clarify complicated changes should be written in the comments section on page 2.

COMMENTS

This section may be used for comments to clarify changes to any category of supervisor. Details of changes not specifically identified on the form and supervisors agreements may be noted in this section.

CONSULTATION, ENDORSEMENT and SIGNATURES

Changes should be discussed with and supported by your Principal Supervisor and endorsed by the Faculty. If you are changing your Principal Supervisor, please discuss with the Head of Department and/or the Associate Dean (HDR) of your Faculty. Both old and new Principal Supervisors need to sign the form to indicate agreement. The Principal Supervisor must ensure that supervisors of any category who are being added or deleted have agreed to the change and are aware of their responsibilities. Details of changes not identified on the form and supervisors' agreements may be noted in the comments section. The endorsement of all changes from the Head of Department and the Associate Dean (HDR) is required for all changes to research candidature.

WHERE TO SUBMIT FORMS

Submit the *completed* form to your Faculty HDR Team for the required signatures/approvals. If the form is in order, the Team will forward it to HDRO for processing.