

## CHANGE OF SUPERVISOR

Student Number							
Family Name _____		Other Names _____					
Course _____		Faculty/Department _____					
Are you an International student?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
Are you a paid scholarship holder?	Yes	<input type="checkbox"/> ↓	No	<input type="checkbox"/>			
If Yes, name your scholarship		_____					

**DETAIL OF CHANGE/S (PLEASE PRINT)**

**ADDING a Supervisor:**

Position	Title (eg. Prof, A/Prof, Dr)	Supervisor Name		Start Date★ DD/MM/YYYY
		Family Name	Other Names	
1. Principal				
2(a) Associate				
2(b) Associate				
3. Adjunct	Place of work and/or institution: .....			
	Email ..... Phone.....			
4. Co-supervisor				
5. Acting				

**DELETING a Supervisor:**

Position	Title (eg. Prof, A/Prof, Dr)	Supervisor Name		End Date★ DD/MM/YYYY
		Family Name	Other Names	
1. Principal				
2. Associate				
3. Adjunct				
4. Co-supervisor				
5. Acting				

★ If a supervisor is to be replaced the start date of the incoming supervisor must be later than the end date of the outgoing supervisor

**Comments if Changing/Replacing**

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

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**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:

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**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

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## 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. There are four main supervisory roles:

**Principal Supervisor:** This person has the main supervisory responsibility for the HDR candidate. The person must be a member of academic staff or an approved contractor and be research active<sup>1</sup> (refer to the [Research Strategic Plan](#)). The Principal Supervisor is responsible for directing the work of the candidate and for ensuring that the candidate meets all administrative and academic requirements. The Principal Supervisor normally must be located in the Department in which the candidate is registered. The Principal Supervisor co-ordinates the supervisory team, is responsible for undertaking administrative roles associated with candidate's academic progression and is a mentor for any Co-Supervisors. An **Acting Supervisor** is a person appointed as a short term replacement for the Principal Supervisor for periods of up to six months only and as the need arises. The title is also applicable to a person who, for a strictly limited period, holds administrative supervisory responsibility during the coursework component of a professional doctoral degree (normally one year equivalent full-time). The person must be a member of academic staff or an approved contractor and be research active.

<sup>1</sup>For research activity indicators refer page 8 Macquarie University Research Strategic Plan 2009-2011.

**Associate Supervisor:** This position has a lesser fractional supervisory load compared to the Principal Supervisor. The Associate Supervisor is part of the supervisory panel and must be a member of academic staff or an approved contractor and be research active.

**Co-Supervisor:** This person is an academic staff member who is new to supervision. A Co-Supervisor works with a Principal Supervisor (as Mentor), in order to gain experience in, and knowledge of, supervisory practices. Staff with appointments of less than three years including casual academic staff are eligible for appointment to this role.

**In each of the above positions**, the supervisor is a staff member who is in an employee relationship with the University and is expected to be familiar with Doctoral and Masters by Research Degree Rules and any guidelines relating to HDR candidature. These are outlined in the HDR Guide for Candidates and Supervisors. These supervisors are required to be listed on the Macquarie University Supervisor Register. All Principal, Acting and Associate Supervisors must have a continuous appointment to the University of three years or longer.

**Adjunct Supervisor:** This title describes all other supervisory appointments. Rule 5 (a) (iii) of the Doctoral and Master by Research Degree Rules also provides for the appointment of an Adjunct Supervisor when a student is not located on campus. An Adjunct Supervisor is required to be listed on the Supervisor Register.

## 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 previous supervisor and start date for new supervisor. If your Principal Supervisor is on leave please indicate 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 *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.