This form is used to change the current supervision team. The completed form must be submitted via the AskUNE interface (<https://hdr.custhelp.com/>). Incomplete forms will not be processed. More information about this form is available in the [HDR Supervision Policy](https://policies.une.edu.au/document/view-current.php?id=272).

Note: not everyone who assists in the research project need to be officially recorded as a supervisor. HDR Candidates may have supervisors within the team in an ‘advisory’ capacity. These advisors may contribute to the research project but are only accessible to support a specific aspect of the project; such as statistical analysis. In such cases, it is preferable to acknowledge the advisor(s) contributions’ in the thesis and on publications, as applicable, rather than formally adding them to the supervision panel.

Section 1: Student Detail

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate Name** |  | | |
| **Student Number** |  | **Status** | Choose an item. |
| **Degree** | Choose an item. | | |

Section 2: Current Supervision Team

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Title** | **Name** | **Supervision %** |
| **Principal Supervisor** |  |  |  |
| **Co-Supervisor** |  |  |  |
| **Other** (e.g., Adjunct or End User) |  |  |  |

Section 3: Proposed Supervision Team

All proposed supervisor(s) must be listed below. Adjunct supervisors may use the same Supervision Discipline Code as the Principal Supervisor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Supervisor Name** | **Role** (Principal/ Co/Adjunct) | **Supervision %** | [**Supervision Discipline Code**](https://www.une.edu.au/research/graduate-research-school/hdr-forms-and-policies/discipline-codes) | **Signature** |
|  |  |  | D00 |  |
|  |  |  | D00 |  |
|  |  |  | D00 |  |
|  |  |  | D00 |  |
|  |  |  | D00 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Effective Dates (Dates on which the changes of supervision are effective)** - If end date is specified, supervision arrangements will revert to previous/current supervision arrangements unless otherwise specified. | | | |
| **Start Date** |  | **End Date** |  |

Section 4: Reason(s) for Change

|  |
| --- |
| **Select below the reason(s) for the proposed change(s) in the supervision team.** |
| Choose an item. |
| **\*Other** |

Section 5: Ethics (if applicable)

|  |  |
| --- | --- |
| **Current research ethics approval?** | Choose an item. |
| **If \*yes, please provide the approval number** |  |

Section 6: Communication of Supervision Change

|  |
| --- |
| Has the candidate or the HDR Coordinator spoken to all members of the supervision team about the proposed supervision change? (Select one option below) |
| Choose an item. |

Section 7: Declaration by Candidate

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signing below indicates confirmation of the following:   * Agree with the proposed change of supervision * If applicable, confirm transferring to another school | | | | | | |
|  | | | | | | |
| **HDR Candidate** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |

Section 8: School Declaration and Endorsement

If the proposed supervision team is multidiscipline and across multiple Schools, each Head of School, or nominee (for example, HDR Coordinator) must sign.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Signing below indicates confirmation of the following:   * Each member of the proposed supervision team is formally registered on the Supervisor Register and is qualified to supervise at the degree level indicated. | | | | | | |
|  | | | | | | |
| **Head of School** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |
|  | | | | | | |
| **Head of School** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |

Section 9: Approval by Dean, Graduate Research or Nominee

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **Dean or nominee** |  |  |  |  | Click or tap to enter a date. |  |
|  | **Name** |  | **Signature** |  | **Date** |  |