

Centre for Graduate Studies

APPLICATION FOR CHANGE / ADD / DROP OF SUPERVISOR(S)

Only Ph.D, Ed.D and Masters candidates seeking to change their supervisor complete and submit this form to CGS.

Please ensure your application complies with all regulations relating to your degree.

STUDENT SECTION

Name: _____ Student No.: _____

Degree: Master / PhD _____

Programme / Faculty: _____ Scholarship: _____

Address: _____

Post Code: _____ Contact Phone No.: _____

Email Address: _____

SUPERVISORS TO BE ADDED AND REMOVED:

	Title	First Name	Surname
I want to add :			

I want to remove :			

Application's Signature: _____ Date: _____

FACULTY SECTION

It is the responsibility of the Faculty to ensure that the number of supervisors for which a staff member is responsible does not exceed the recommended maximum of eight equivalent full time (EFT) students.

The Higher Degrees Committee strongly encourages the appointment of multiple supervisors or supervisory panels.

Please note only the holder of the degree of Doctor of Philosophy may be appointed a supervisor of a candidate for the degree of Doctor of Philosophy.

1. REVISED SUPERVISION ARRANGEMENTS

Please indicate which of the following arrangements are proposed for the management of this student's candidature:

In addition to the principal supervisor, at least one co-supervisor / adviser has been appointed for the duration of candidature: Yes No

Or

In addition to the principal supervisor, an advisory panel will be in place for the duration of candidature: Yes No

2. SUPERVISOR(S) ADDED (to be completed by each new supervisor)

Supervision details:

Number of equivalent full time (EFT) final year students currently supervising

Title	First name	Surname	Tenure or contract end date*:	Staff ID	Hons	PG Dip or equiv.	Masters	Ph.D

Address for correspondence if not located in department:

Name: _____ Address: _____

Name: _____ Address: _____

* Describe below arrangements for carrying on supervision in the event of the supervisor's position not being renewed before the completion of the candidate, including the names of potential alternative supervisors:

3. SUPERVISORY EXPERIENCE (to be completed by each new supervisor)

a) Have you supervised at least two postgraduate students to successful completion in the last five years?

Supervisor 1: Yes No

Supervisor 2: Yes No

Supervisor 3: Yes No

b) Have you attended any supervisory training courses in the last five years?

Supervisor 1: Yes No

Supervisor 2: Yes No

Supervisor 3: Yes No

4. EXTERNAL SUPERVISORS (to be completed by external nominee)

If an individual who is not a UNISEL staff member has been nominated as a co-supervisor, please ask her/him to supply the following information and attach a C.V. for approval by the Higher Degrees Committee.

a) Name: _____

b) Are you willing to supervise under the University's "Principles for supervision of Research Degrees" and "Code of Conduct for Research"? Yes No

c) C.V. attached? Yes No

NEW SUPERVISOR'S COMMENTS:

Name: _____ Signature: _____ Date: _____

2nd NEW SUPERVISOR'S COMMENTS:

Name: _____ Signature: _____ Date: _____

PREVIOUS SUPERVISOR'S COMMENTS (may also be used by a continuing supervisor if no supervisor is being deleted):

Name: _____ Signature: _____ Date: _____

HEAD OF PROGRAMME'S SIGNATURE (if any):

Name: _____ Signature: _____ Date: _____

DEAN'S COMMENTS:

Name: _____ Signature: _____ Date: _____

Please submit to Dean, Centre for Graduate Studies via, Dean of the Faculty.

CGS OFFICE USE ONLY

CGS Approval: _____ Date: _____ Signature: _____