



Help guide **Change of Supervisor form**

Use this form to request changes to the current membership of your supervisory panel.

Notes before you begin:

- You will need to attach the following documents to support your request:
 - **Acknowledgement** from the Supervisor who is being removed from the Supervisory Panel.
 - **Agreement** from the Supervisor who is being added to the Supervisory Panel

See the [Create a New Form](#) guide for setup instructions and general ResearchMaster advice.



Change Request Details

Your session details, and change should be pre-filled.

After checking they're correct, if you wish to change your Principal Supervisor, select "Yes". If it is a different role (eg. Co-Supervisor, Assistant Supervisor, External Supervisor), select "No":

Does your request involve a change in your current Principal Supervisor? *

Yes No

If you are changing your Principal or Co-Supervisors, proceed to the "add and/or remove section" for those roles. Note you can display detailed instructions by clicking on the blue question mark:

Add and/or remove Principal and/or Co-Supervisor(s) from your panel. * ?

Add

Signatory?	Supervisor Name	Email Address	Position
▶ ✓	Prof Rupert Giles	Rupert.Giles@uts...	Principal Supervi.
▶	Dr Jennifer Calen...	Jennifer.Calendar...	Co-Supervisor

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Add and/or remove Principal and/or Co-Supervisor(s) from your panel. * ?

To add a new Principal or Co-supervisor to your panel, please:

1. start by clicking on the **Add** button
2. enter the supervisor's name in the **Search** field, as the search requires an exact and look at the auto-populated list,
3. select the supervisor to be added to the panel,
4. click on the **Add Selected** button at the bottom of the search results window,
5. record the **Supervisory Position**,

Follow the instructions within the guide to change your Principal or Co-Supervisor.



Repeat those steps for any changes to your Assistant Supervisors and/or External Supervisors:

Add and/or remove Assistant Supervisor and/or External Supervisor from your panel. ?

Add

Supervisor Name	Email Address	Position	Org
No Items			

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Finally, each change you make requires supporting, documented acknowledgement from the relevant supervisor. This may require multiple documents. For example, replacing a supervisor requires two acknowledgements - one for the supervisor you're removing, and a second the supervisor you're replacing them with.


To add your supporting documentation, click Add [1], then select the document type you wish to upload [2].

Documents can be a "Hard copy" (physical letter) you submit through your faculty, a "Path" (URL) to a website where a file is hosted, or a "Soft copy" (file eg. PDF) you upload through ResearchMaster. We recommend uploading a "Soft copy" where possible.



Supervisor Acknowledgement of Change *

Add [1]

Name	Document type	Required?	Uploaded?
Add Document			
Document type * [2]			
Soft copy			
Name * [3]			
Removal of Prof Maggie Walsh			
Reference (Document Title) [4]			
Maggie Walsh.pdf			
Description			
 [5] Confirmation of removal of Prof Maggie Walsh as Co-Supervisor.			
[6]			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

If uploading a Soft Copy, enter a name for your documentation [3], select the file to upload [4], and provide a brief description [5].

Finally, confirm your documentation [6].

Repeat these steps for any additional documentation required.



Student Declaration

On the last page, confirm the student declaration [1] and submit your Change of Supervisor form [2]:

3. Student Declaration

By submitting this application I declare that:

I have discussed the proposed changes with my current Supervisory Panel and the proposed new Supervisor(s) and confirm that the request is reflective of the agreement reached.
My request for changes are in accordance with the student and related rules, Section 11: Graduate Research Study.

I agree [1]

Actions

Save

[2] Submit Application

Delete Application

Reports

What happens next?

Your form will go through a series of approvals. If your Principal Supervisor remains unchanged, they will confirm any changes. If you are changing your principal supervisor, the form will go to your faculty's Research Officer (RO) first who will assign your form to your new Principal Supervisor.

See [Managing existing forms in Research Master](#) to learn how to follow its progress.

During the review process, your form may be returned to you for clarification or for additional information. If your form comes back with a Status of "Returned" and the Workflow State as "[STU] Student Amend", find further instructions at the above link.

My HDR eForms
For Review
For Assessment Review

Show all applications

Status	Workflow State	Template Name	Date Submitted
<input type="checkbox"/> Submitted	[FACRO] RO to Assign Supervisor Signatory	Change of Supervisor	21/12/2020

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