

CHANGE OF SUPERVISOR (SUP)

NOTES AND PROCEDURES FOR RESEARCH CANDIDATES

SUPERVISORS – University policy

Deans of Divisions 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. The Principal supervisor must be a staff member in the Department of registration of the candidate. There are four main supervisory roles recognised by Macquarie University. The titles and assigned descriptions for these positions are as follows:

Definitions

1. **Principal Supervisor:** this title reflects the main supervisory responsibility as outlined in the Code of Supervisory Practice. The person must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer. It is important to note that the principal supervisor remains responsible for directing the work of the candidate and for ensuring that the candidate meets all administrative and academic requirements. The Supervisor must be located in the same Department in which the candidate is registered. An **Acting Supervisor** is a person appointed as a short term replacement for the Supervisor for periods of up to six months only and as the need arises due to illness or other approved absences. The title is also applicable to a person who, for a strictly limited period, holds administrative supervisory responsibility before the research component of the research degree commences. The person must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer. This appointment must be a continuous appointment.
2. **Associate Supervisor:** This position has a lesser fractional supervisory load compared to the Supervisor and presumes a lesser input in comparison. Although considered to be professionally equivalent, this title reflects that the incumbent may be located in another Division or Department or may have specific research expertise which is required by the candidate and unavailable through the Supervisor. The Associate Supervisor must be a member of academic staff, either full-time or part-time and with an appointment of three years or longer. The Supervisor may provide guidance in the appointment of an Associate Supervisor.
3. **Adjunct Supervisor:** This role is intended to cover all external supervisory appointments as well as the appointment of Honorary staff and Professors Emeritus to positions with some supervisory responsibility. An Adjunct Supervisor will not necessarily be a member of staff.
4. **Co-Supervisor:** This role recognises that academic staff members new to supervision may be assigned to a candidate, along with a Supervisor (as Mentor), in order to gain experience in, and knowledge of, supervisory practices. Casual academic staff and those with appointments of less than three years may undertake this role.

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. Use this space to record the name and address of the place of work or institution for Adjunct Supervisors.

CONSULTATION, ENDORSEMENT and SIGNATURES

Changes should be discussed with and supported by your principal supervisor and endorsed by the Division. If you are changing your principal supervisor please discuss with the appropriate Departmental and/or Divisional academic eg the Higher Degree Research Committee member or the Director of Research Studies for your Division. Both old and new Principal supervisor need to sign the form to indicate agreement. The Supervisors of any category who are being added should agree and be aware of their nomination and 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 Dean of Division or authorised nominee is required for all changes to research candidature. Students should ensure that the required signatures are obtained before submission of the form.

Where to Collect Forms

Forms are available from the Higher Degree Research Office or <http://www.research.mq.edu.au/students/forms>

Where to Submit Forms

Students should submit *completed* forms in person, by email or post to the Higher Degree Research Office:

The Higher Degree Research Office

Level 3, Research HUB, Building C5C, Macquarie University 2109 NSW

Web: <http://www.research.mq.edu.au/students> ~ Email: progressions@vc.mq.edu.au

Candidates must complete all personal & candidature details in the box at the top of the form.