CRICOS Provider No. 00103D | RTO Code 4909 | TEQSA No. PRV12151 (Australian University)

Please forward completed form to the Graduate Research School: [research.degrees@federation.edu.au](mailto:research.degrees@federation.edu.au).

All supervisory panels must include two Federation staff members (includes honoraries and adjuncts).

All supervisors must be added to Federation’s Supervisor Register.

When removing a supervisor, please complete the first and final pages of this form.

The Graduate Research School requests that new supervisors added have their workload approved by their Line Manager.

|  |  |  |
| --- | --- | --- |
| **Candidate details** | | |
| Name |  | |
| Student ID |  | |
| Research Centre |  | |
| Campus |  | |
| **New Supervisory Panel** | | |
| Principal |  | |
| Associate |  | |
| Associate |  | |
| External supervisor |  | |
| **Current Supervisory Panel** | | |
| Principal |  | |
| Associate |  | |
| Associate |  | |
| External supervisor |  | |
| **What is the reason for the proposed change?** | | |
|  | | |
| Has the candidate discussed the change in supervisory team with the current principal supervisor? | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Principal Supervisor** | | | |
| Name |  | | |
| Are you on the Register of Supervisors? | | Yes | No |
| *GRS use only: Registered until* | | | |
| Have you discussed the project with the candidate? | | Yes | No |
| Reason for change of Principal Supervisor? | | | |
|  | | | |
| Nature of supervisory support to be provided to the candidate? | | | |
|  | | | |
| Will the candidate and Principal Supervisor be at the same campus? If not, how will the candidate be supported remotely? | | | |
|  | | | |
| Demonstrated relevant expertise for the research project / candidate support? | | | |
|  | | | |
| Describe any supervisor training undertaken outside of Federation University within the last 3 years? | | | |
|  | | | |
| Candidate completions as supervisor in the last 5 years | | PhD | Masters |
| Federation University | |  |  |
| Elsewhere | |  |  |
| Current HDR supervisions | | PhD | Masters |
| Full-time | |  |  |
| Part-time | |  |  |

X

Principal Supervisor

Date:

**Workload approval** (or email research.degrees@federation.edu.au)

X

Line Manager

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **New Associate Supervisor** | | | |
| Name |  | | |
| Are you on the Register of Supervisors? | | Yes | No |
| *GRS use only: Registered until* | | | |
| Have you discussed the project with the candidate? | | Yes | No |
| Nature of supervisory support to be provided to the candidate? | | | |
|  | | | |
| Demonstrated relevant expertise for the research project / candidate support? | | | |
|  | | | |
| Describe any supervisor training undertaken outside of Federation University within the last 3 years? | | | |
|  | | | |
| Candidate completions as supervisor in the last 5 years | | PhD | Masters |
| Federation University | |  |  |
| Elsewhere | |  |  |
| Current HDR supervisions | | PhD | Masters |
| Full-time | |  |  |
| Part-time | |  |  |

X

Associate Supervisor

Date:

**Workload approval** (or email research.degrees@federation.edu.au)

X

Line Manager

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| **New External Supervisor** | | | |
| Name |  | | |
| Email |  | | |
| Institution / Company |  | | |
| Are you on the Register of Supervisors? | | Yes | No |
| *GRS use only: Registered until* | | | |
| Have you discussed the project with the candidate? | | Yes | No |
| Nature of supervisory support to be provided to the candidate? | | | |
|  | | | |
| Demonstrated relevant expertise for the research project / candidate support? | | | |
|  | | | |
| Candidate completions as supervisor in the last 5 years | | PhD | Masters |
| Federation University | |  |  |
| Elsewhere | |  |  |

X

External Supervisor

Date:

**Endorsements and Approvals**

X

HDR Candidate

Date:

X

Current Principal Supervisor

Date:

X X

HDR Coordinator Dean, Graduate Research

Date: Date: