



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 yourrequest:
 - Acknowledgement from the Supervisor who is being removed from the Supervisory Panel.
 - o 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.





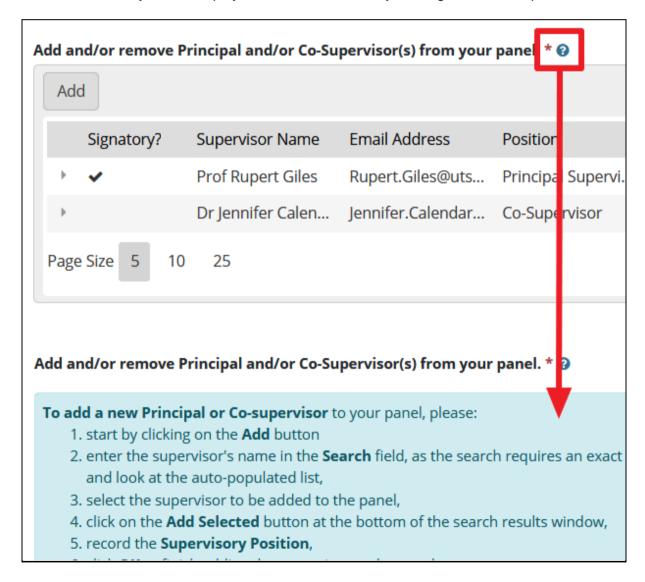
Change Request Details

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":



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:

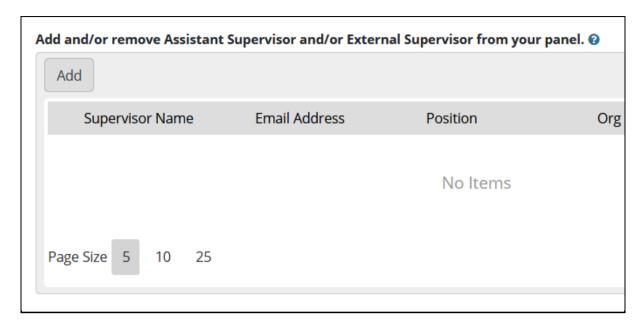


Follow the instructions within the guide to change your Principal or Co-Supervisor.





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



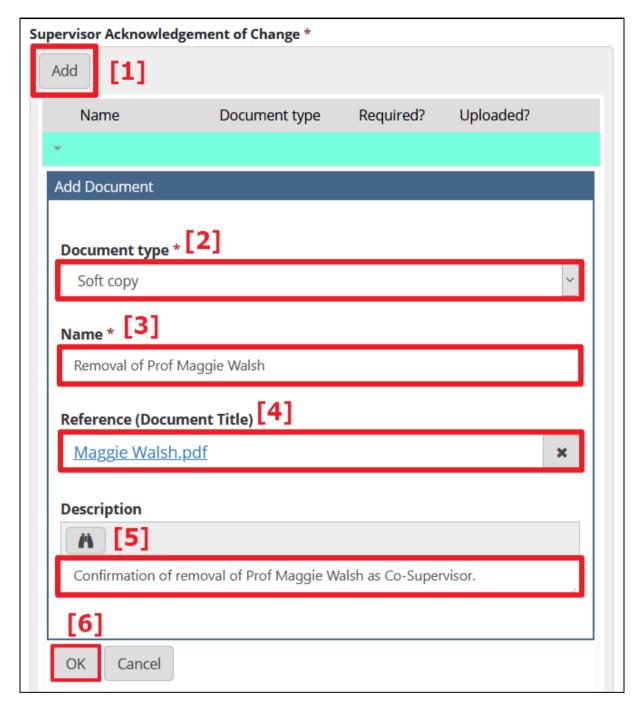
Finally, each change you make requires supporting, documented acknowledgement from the relevant supervisor. This may require multiple documents. For example, replacing a supervisor requires two acknowledgements - one for the supervisor you're removing, and a second the supervisor you're replacing them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







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].

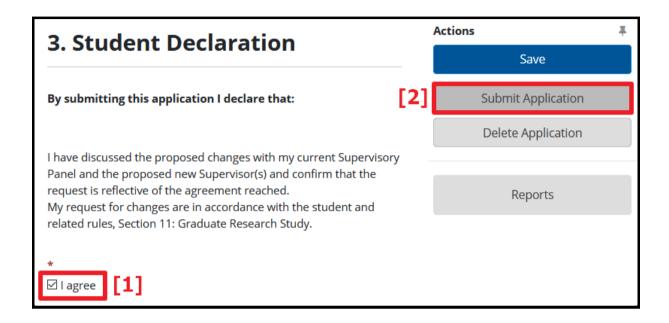
Repeat these steps for any additional documentation required.





Student Declaration

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



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.

