

# HDR - Change of Supervisor Procedures

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## INTRODUCTION

Essential features of the process include consideration of the proposed changes by the current supervisory panel, the new supervisor, the school and the DVC(R).

## COMPLIANCE

This is a compliance requirement under the:

- [Higher Education Standards Framework \(Threshold Standards\)](#); and
- [National Code of Practice for Providers of Education and Training to Overseas Students](#)

## INTENT

To provide a method for a HDR student to change their supervision arrangements.

## RELEVANT DEFINITIONS

In the context of this document

## PROCEDURES

Forms for requesting a change to supervision arrangements are available on the CDU Research [website](#). HDR students can download the appropriate form from the web or request from the RDSO at the Research Office.

Research Office emails electronic copy of the form to HDR candidate upon request or provides a hard copy via internal/ external mail or in person at the Research Office.

Candidate completes all relevant sections of the form.

The current supervisory panel considers the HDR student's request and either supports or rejects the request. Principal supervisor signs off on the decision.

If the current supervisory panel rejects the student's request, it makes this recommendation to the DVC(R).

If the current supervisory panel approves the student's request, the form is passed on to the proposed new supervisor for consideration. The new supervisor either supports or rejects the request.

If the new supervisor rejects the student's request, they make this recommendation to the DVC(R).

If the new supervisor approves the student's request, the form is passed on to the Head of School of the principal supervisor for consideration.

If the HOS rejects the student's request, they make this recommendation to the DVC(R).

If the HOS approves the student's request the form is passed on to the Deputy Vice Chancellor, Research [DVC(R)] via the Research Office.

The DVC(R) considers the HDR students request including recommendations from the supervisory panel, new supervisor and Head of School, and either supports or rejects the request. DVC(R) informs RDSO of outcome.

The Research Office will email the candidate copying the email to the supervisory panel and the Head of School advising the student of the outcome of their request. The Research Office will also update the Research Office's Postgrad student database and the University's Student Information System, Callista and file the documentation on the student's file.

Where the new supervisor is external to CDU the Research Office will also forward an external Supervision Agreement for completion and return.

## ESSENTIAL SUPPORTING INFORMATION

Internal

External

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