



# Higher Degree Research Change in Supervision Panel Request Form

This form is used to request changes to an HDR candidate's supervision panel, including modifying the existing panel or adding supervisors to the current panel.

**Note:** If candidates are assigned a new Principal Supervisor, they also may need to change their thesis title, major, school, or faculty. These changes must be specified in Section 5 of this form. International HDR candidates must read the information below and understand the implications of these changes on their student visa.

**Please email the completed form to the School of Graduate Research and Research Culture at [graduate-research-school@uow.edu.au](mailto:graduate-research-school@uow.edu.au) for the change to be processed in your enrolment record.**

Confidential issues should be discussed with the Head of Postgraduate Studies (HPS) before completing this application form. If the HPS is the supervisor, then issues should be discussed with the Deputy Dean (Graduate Research) (DDGR).

## Important information for international HDR candidates

- If you are an international student studying in Australia, you can study only in courses that have been assigned a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration code. CRICOS codes for HDR courses are recorded against each major of the course.
- If any of the changes requested in this form, such as a new major, necessitate a change in the CRICOS code, you will be emailed a new Offer of Admission letter. This new offer will specify the updated CRICOS code. To proceed with the change, you will need to sign and return the acceptance agreement. A new [Confirmation of Enrolment](#) (COE) will then be issued, allowing the change to be processed.
- If the following Conditions are attached to your student visa, you must not change the course of study, thesis or research topic without approval from the Minister of Home Affairs:
  - 8203 – Limited study change
  - 8204 – Study limitations
  - 8208 – No study change related to critical technology without approval
- As an international student, you are responsible for ensuring that you meet the conditions of your student visa. You can check your Student Visa status and Conditions via [Check visa conditions online \(VEVO\)](#).
- For more information about your student visa, please contact Department of Home Affairs on 131 881 or visit their website: [homeaffairs.gov.au](http://homeaffairs.gov.au)

Section 1: Candidate details							
Candidate Name						Student No	
Degree	<input type="checkbox"/> MPhil	<input type="checkbox"/>	<input type="checkbox"/> PhD	<input type="checkbox"/>	<input type="checkbox"/> PhD(I)	<input type="checkbox"/>	<input type="checkbox"/> Other
Faculty							
School or Institute							
Section 2: Current supervision panel							
<i>Please complete this section by inserting the names of your current supervisors alongside their current role. If you want to change the role of a supervisor, indicate their updated role in the final column.</i>							
Current Supervisory Role	Supervisor Name					New Supervisory Role	
Principal Supervisor							
Co-Supervisor							
Co-Supervisor							
Associate							
Section 3: Adding new Principal or Co-supervisors to current supervision panel (if applicable)							
<i>To add new Principal or Co-supervisors to the current supervision panel, please complete this section.</i>							
<i>Principal or Co-supervisor must be registered HDR supervisors at UOW. HPS can check the Supervisor Register <a href="#">here</a>. New supervisors who have not registered yet should visit the <a href="#">HDR Supervisor Registration</a> information page to complete the HDR supervisor registration.</i>							
Nominated As	Supervisor Name		Email			Supervisor Registration Status	
Section 4: Adding new Associates to current supervision panel (if applicable)							
<i>Associates are individuals who are either not staff at UOW or not registered supervisors. To add new Associates, please ensure all fields in this section are completed for each Associate.</i>							
First Name				Last Name			
Title				Email			
Phone				Employer			
First Name				Last Name			
Title				Email			
Phone				Employer			
To add more Associates, please provide their details as required in the fields above, in the text box below:							

**Section 5: Other changes due to the change of Principal Supervisor (if applicable)**

*If Principal Supervisor is changed, please complete this section.*

*Note that candidates should usually be enrolled in the same school as their principal supervisor, although exceptions are permissible if the resources or activities of other schools are more applicable to the research project.*

*International HDR candidates are reminded to carefully read the important information provided on the first page of this form. As an international student, you are responsible for ensuring that you meet the conditions of your student visa.*

**Will the candidate's thesis title be changed?**

No	
Yes. New thesis title is:	

**Will the candidate shift to another faculty?**

No	
Yes. Please provide the new faculty's name. <b>Approval from the DDGRs in both faculties are required in Section 8.</b>	
New faculty is:	

**Will the candidate shift to another school?**

No			
Yes. Please complete all fields below. <b>Approval from the HPSs in both schools are required in Section 8.</b>			
New school is:			
Major		ASCED Code	
Primary FoR Code		Secondary FoR Code	

**Section 6: How will these changes benefit the candidate?**

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**Section 7: Signatures**

By signing, you are confirming that:

- the candidate and all supervisors in the updated supervision panel agree to the changes detailed in this form,
- supervisors who are no longer on the panel have been informed of this change.

Please note, if you are changing Principal Supervisor, the **NEW** Principal Supervisor nominated on this form should sign here.

<b>Principal Supervisor</b>		<b>Date</b>	
<b>Candidate</b>		<b>Date</b>	

**Section 8: Faculty approvals**

I support and approve the changes detailed in this form.

<b>HPS Name of Current School</b>		<b>Signature</b>		<b>Date</b>	
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**If shift to another school:**

<b>HPS Name of New School</b>		<b>Signature</b>		<b>Date</b>	
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**If shift to another faculty:**

<b>DDGR Name of Current Faculty</b>		<b>Signature</b>		<b>Date</b>	
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<b>DDGR Name of New Faculty</b>		<b>Signature</b>		<b>Date</b>	
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