

**Master’s Candidate Supervisory Changes**

*References: Master’s Thesis Regulation section 11 & Guidelines for Master’s Students section 6.1*

***Instructions:*** *This form should be completed by the relevant parties indicated below and forwarded to the Faculty Student Advisor who will: 1) Update the ResearchMaster record; 2) Forward a copy to the Associate Dean (PGR) on your home Faculty; 3) File the original on the candidate’s file. If the change involves a transfer to a different Faculty, please also send a copy of this approval to the Student Advisor in the other Faculty.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate’s full name:** | |  | | | **ID number:** | | |  |
| **School:** | |  | | | **Faculty**: | | |  |
| **Title of thesis:** | |  | | | | | | |
| **Current Victoria Supervisor:** | |  | | | | | | |
| **Current other supervisor/s:** | |  | | | | | | |
| **STATEMENT FROM PERSON INITIATING THE CHANGE (Candidate / Supervisor / Chair of SRC )**  A change to the **above** supervisory arrangements is requested because:  Box may be expanded > | | | | | | | | |
| Name: |  | | Position: |  | | | | |
| Signature: |  | | Date: |  | | | | |
| **STATEMENT FROM OTHER PARTY affected by the proposed changes** (e.g. if the School has initiated the change, the candidate should comment here or attach relevant emails or other documents ):  Box may be expanded > | | | | | | | | |
| Name: |  | | Position: |  | | | | |
| Signature: |  | | Date: |  | | | | |
| **APPROVALS** | | | | | | | | |
| **Head of School (1)**  Supervision change approved  Supervision change not approved  Supervision splits approved  Yes  No  N/A  Comment: | | | | | | | | |
| Name: |  | | | | | | | |
| Signature: |  | | | | | Date: |  | |
| **Head of School (2) – only required if there is a supervision split across Schools**  Supervision change approved  Supervision change not approved  Supervision splits approved  Yes  No  N/A  Comment: | | | | | | | | |
| Name: |  | | | | | | | |
| Signature: |  | | | | | Date: |  | |
| **Associate Dean (PGR) - forward completed form to Student Advisor**  Change approved  Change not approved  Comment: | | | | | | | | |
| Name: |  | | | | | | | |
| Signature: |  | | | | | Date: |  | |

**ADMIN USE ONLY**

Associate Dean forwards completed form to Student Advisor.

Student Advisor updates ResearchMaster record.

If the change involves transfer to a different Faculty, Student Advisor sends a copy of this approval to the Faculty Student Advisor of the candidate’s original Faculty.

Student Advisor forwards copy to Dean, Faculty of Graduate Research (a scanned copy is acceptable).