

**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/AComment: |
| 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/AComment: |
| 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).