



**MASSEY UNIVERSITY**  
GRADUATE RESEARCH SCHOOL

**Notification of Change to  
Doctoral Supervision**

**CANDIDATE DETAILS**

(Please keep your contact details up to date on MyMassey)

<b>Name:</b> (Surname)	(Given name)	<b>Student ID:</b>
<b>Academic Unit:</b>		
<b>Programme of Study:</b> PhD <input type="checkbox"/> DBA <input type="checkbox"/> DClinPsych <input type="checkbox"/> EdD <input type="checkbox"/>		

**WHAT IS THE NATURE OF THE SUPERVISION CHANGE?**

(more than one box may be ticked)

<input type="checkbox"/>	To add a new member
<input type="checkbox"/>	To exchange roles between main supervisor and co-supervisor <b>permanently</b>
<input type="checkbox"/>	To exchange roles between main supervisor and co-supervisor <b>temporarily</b>
<input type="checkbox"/>	To delete an existing member

**REASON FOR CHANGE(S)**

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**EXCHANGE ROLES BETWEEN MAIN SUPERVISOR AND CO-SUPERVISOR**

New Main Supervisor's Name:	
New Co-Supervisor's Name:	
This change is: <input type="checkbox"/> Permanent    or <input type="checkbox"/> Temporary – from _____ until _____	
<i>(Note: The GRS will need to be notified if, and when, this exchange is to be reversed. Any supervision exchanges for less than six months must be regarded as temporary)</i>	

<b>ADD TO PANEL</b>		
	First Addition:	Second Addition:
	Supervisor <input type="checkbox"/> OR Co-Supervisor <input type="checkbox"/>	Supervisor <input type="checkbox"/> OR Co-supervisor <input type="checkbox"/>
Family Name:		
Given Names:		
Title: (eg Prof/Dr)		
Academic Unit: (If Massey Staff)		
Address: (If not Massey Staff)		
E-mail:		
Telephone:		
Cell-phone:		

<b>DELETE FROM PANEL</b>		
	First deletion:	Second deletion:
Supervisor's Name:		
Title: (eg Prof/Dr)		
Date effective:		

<b>NEW FULL SUPERVISION PANEL</b>				
Please list all your supervisors				
Supervision Role:	Name and Title (Prof, Dr etc)	Academic Unit / External Organisation	Supervision Responsibilities	% of workload for this candidate
Main Supervisor				
Co-Supervisor				
Co-Supervisor				
Co-Supervisor				

**HEAD OF ACADEMIC UNIT TO COMPLETE:**

(If the Head of Academic Unit is the proposed main supervisor, this section is to be completed by either their line manager, or the Unit Postgraduate Co-ordinator. Likewise, Unit Postgraduate Co-ordinators are not to approve their own supervision)

***The questions below are to be completed by the Head of Academic Unit when a supervision change has been recommended. The first two questions relate to TEC requirements.***

The candidate's supervision panel has at least one supervisor of good national, or international, standard, and members have research records appropriate to the candidate's proposed topic area.

Yes  No

Please state your reasons for recommending the supervisor(s) are of good national, or international, research standard, or that they are 'new and emerging of high potential'.

If the change has been initiated by the Academic Unit rather than the student, please elaborate:

Have all members of the supervision panel been consulted, including those who have been removed?

Yes  No

Has the impact of this change on the academic progress of the candidate been taken into account?

Yes  No

**SIGNATURES REQUIRED**

**Candidate Comments:**

	<b>Name</b>	<b>Signature</b>	<b>Date</b>
<b>Candidate:</b>			
<b>Main Massey Supervisor</b>			
<b>Co-Supervisor</b>			
<b>Co-Supervisor</b>			
<b>Head of Academic Unit</b>			

Please return this form by email to: [doctoral.office@massey.ac.nz](mailto:doctoral.office@massey.ac.nz), or by internal mail to Doctoral Office, PN713

**GRS USE ONLY**

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Declined
Chair of DRC's signature:		Date:	