

APPLICATION FOR CHANGE IN SUPERVISION

This form must be completed to obtain any changes in supervision, including for 'Acting Supervision' periods. Institute Associate Director approval and processing will be arranged by the Graduate Research School.

IMPORTANT: This form must be accompanied with the [Supervision Agreement](#) (if Confirmation of Candidature has been achieved) and submitted to gradresearch@vu.edu.au

Change in Supervision will **not** be accepted for Institute review and outcome if all supervisors are not fully registered.

1. Candidate Details		
Family Name:	Student ID:	
First Name:		
Research Institute		
2. Higher Degree by Research End-User Engagement Code (to be completed by Candidate)		
DEFINITIONS		
Jointly supervised by a Research End-User:		
Jointly supervised by a research end-user is defined as an HDR student that has at least two HDR supervisors, with at least one supervisor from a research end-user organisation. The supervision arrangements must be endorsed by the HDR student's HEP and the research end-user supervisor must be actively engaged in the student's HDR.		
Research End-User:		
Research end-user is defined as an individual, community or organisation external to academia that will directly use or directly benefit from the output, outcome or results of the research.		
Examples of end users includes businesses, governments, non-governmental organisations, communities and community organisations. Specific exclusions of research end-user are:		
<ul style="list-style-type: none"> • Other higher education providers • Organisations that are affiliates, controlled entities or subsidiaries (such as Medical Research Institutes) of Victoria University (higher education provider) • Equivalents (international or domestic) of the above exclusions 		

Research Internship:

Research internship is defined as a position with a research end-user where a student has undertaken research and development (R&D) related to their higher degree by research (HDR). A research internship can be either paid or unpaid, and can form part of an enrolment or be undertaken during a HDR period of suspension

A HDR Candidate who is: (candidate may select more than code)

Code	Meaning	Select Code: (mark with X)
03	Jointly supervised by a research end-user	
07	Research internship undertaken with a research end-user that was agreed within the relevant period (eligible only within 18 months from initial enrolment date). <i>(Doctoral candidates only)</i>	
08	Research internship undertaken with a research end-user that was not agreed within the relevant period <i>(Doctoral candidates only)</i>	

07 code:

- Student must indicate within 18 from the commencement date of the student’s HDR if the student is undertaking a full-time student load or within 36 months from the commencement date of the student’s HDR if the student is undertaking a part-time student load.
- Internship must be undertaken for a period of 60 Full Time Estimated days or a maximum full time week as 38 hours or a standard working day of 7.6 hours.
- Be conducted over a minimum of three calendar months. • Be related to the candidate’s Doctorate area of research.

08 code:

- Student can indicate an internship at any time throughout the timely duration of their candidature.
- Internship is for a minimum of 3 months.
- Does not have to be related to the candidate’s Doctorate area of research.
- For further information, refer to [Doctoral Industry Placements](#) webpage.

Internship - Research End-User

Must be completed if candidate selects either 07 or 08 code

1)	Provide the name(s) of the Research end-user <input style="width: 70%; height: 25px;" type="text"/>				
2)	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Start Date</td> <td style="width: 50%; border: none;">End Date</td> </tr> <tr> <td style="border: none;"><input style="width: 90%; height: 25px;" type="text"/></td> <td style="border: none;"><input style="width: 90%; height: 25px;" type="text"/></td> </tr> </table>	Start Date	End Date	<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>
Start Date	End Date				
<input style="width: 90%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>				
3)	Total number of full-time equivalent days of research and development activities with the research end-user: <input style="width: 30%; height: 25px;" type="text"/>				
4)	<p>A written agreement between you and the research end-user MUST be attached - which includes:</p> <ul style="list-style-type: none"> • The Research & Development activities to be undertaken by you with the research end-user. • Duration of the internship. 				

Current Supervision Arrangements (to be completed by Principal Supervisor)

Role	Name	Load%	Signature
Principal Supervisor			
Associate Supervisor			
Additional Associate Supervisor			
Additional Associate Supervisor			

Withdrawing Supervisors (to be completed and signed by outgoing supervisors)

Role	Name	Load%	Signature
Principal Supervisor			
Associate Supervisor			
Additional Associate Supervisor			

NEW Supervision Arrangements

- All supervisors are required to sign this section.
- When all supervisors (including external) are VU registered, submit form to gradresearch@vu.edu.au.
- If one or more supervisors are **not VU registered**, do **not** submit the application. Click on the [link](#) to complete the online registration.

NEW SUPERVISORY TEAM			
Role	Name	Load%	Signature
Principal Supervisor			
Associate Supervisor			
Additional Associate Supervisor			
Additional Associate Supervisor			
Acting Principal Supervisor			
Indicate Reason for Acting Supervision			
Period of Acting Supervision	Start Date: <input type="text"/>	End Date: <input type="text"/>	

Details of Supervisors External to VU *(NOTE: must be registered and listed in table above)*

Name		Name	
Institution		Institution	
Email		Email	

DECLARATION and SIGNATURES

Candidate

I agree that the new supervisory arrangements described above are satisfactory
 Due to the changes in the supervisory team an updated [Supervision Agreement](#) is attached (must be completed if adding new supervisors to the team)

Name		Signature		Date	
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Principal Supervisor

I agree that the new supervisory arrangements described above are satisfactory

Name		Signature		Date	
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Research Institute Associate Director

✓ Tick Box - I confirm that the proposed supervisory panel arrangements are satisfactory:

- I confirm the Research Candidate and Supervision Agreement on record is satisfactory - no further changes required.
- Due to the changes in the supervisory team, I confirm the updated Research Candidate and Supervision Agreement is satisfactory.

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Associate Director Name

Signature

Date

PRIVACY STATEMENT Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the Department of Education and Training and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy You have a right to access your personal information n held by VU. If you have any questions regarding privacy, please refer to the Privacy page on our website, our frequently asked questions at ASKVU or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

Victoria University CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113. ABN: 83 776 954 731