



## Appointment of New / Change of Supervisor(s)

Part 1 - Student's Particulars																														
Name:	Student No.:																													
Department:	Research Institute/Centre Attached to: (if any)	Date of Registration: (dd/mm/yy)																												
Degree: <input type="checkbox"/> Master's/Grad Programme <input type="checkbox"/> Doctor of Philosophy	Financial Status: <input type="checkbox"/> Research Scholarship <input type="checkbox"/> Others _____	Candidature Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time																												
<p><b>Existing Supervisor(s) (For each, tick <u>one</u> box only)</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%; text-align: center;"><u>Name</u></th> <th style="width: 20%; text-align: center;"><u>Dept</u></th> <th style="width: 20%;"></th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td><input type="checkbox"/> To continue</td> <td><input type="checkbox"/> To discontinue</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td><input type="checkbox"/> To continue</td> <td><input type="checkbox"/> To discontinue</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td><input type="checkbox"/> To continue</td> <td><input type="checkbox"/> To discontinue</td> </tr> </tbody> </table> <p><b>Proposed <u>New</u> Supervisor(s) (Please indicate next to the name if he / she is to be the main or co-supervisor.)</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;"><u>Name &amp; Staff Number (where applicable)</u></th> <th style="width: 20%; text-align: center;"><u>Dept</u></th> <th style="width: 40%; text-align: center;"><u>Appointment</u></th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p><b>Reasons for proposed changes (if applicable): (Please use separate sheet, if necessary)</b></p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Student <span style="margin-left: 200px;">_____</span> Date</p>			<u>Name</u>	<u>Dept</u>			1. _____	_____	<input type="checkbox"/> To continue	<input type="checkbox"/> To discontinue	2. _____	_____	<input type="checkbox"/> To continue	<input type="checkbox"/> To discontinue	3. _____	_____	<input type="checkbox"/> To continue	<input type="checkbox"/> To discontinue	<u>Name &amp; Staff Number (where applicable)</u>	<u>Dept</u>	<u>Appointment</u>	1. _____	_____	_____	2. _____	_____	_____	3. _____	_____	_____
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Part 2- Supervisors' Comments (To be signed by current & new supervisors)																														
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3. _____	_____	_____	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree																											

**Part 3 - Comments of Director, Research Institute/Centre (if applicable)**

***To be completed only if student is attached to Research Institute/Centre***

- Supported  
 Not Supported

Comments (if any) :

Signature & Date: \_\_\_\_\_

Name: \_\_\_\_\_

**Part 4(a) - Comments of Current Head of Department or Nominee \***

***Only Part 4 (a) needs to be completed if there is no change of department due to a change in supervisor***

- Supported / Approved  
 Not Supported / Not Approved

Comments (if any) :

Signature & Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
(if not HOD)

**Part 4(b) - Comments of New Head of Department or Nominee \***

***Both Part 4 (a) & 4(b) must be completed if there is a change of department due to a change in supervisor***

- Supported / Approved  
 Not Supported / Not Approved

Comments (if any) :

Signature & Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_  
(if not HOD)

**Part 5 - Comments of Vice-Dean (Graduate Studies) – not applicable to FASS and FoS. Head's approval is sufficient for FASS and FoS.**

- Approved  
 Not Approved

Comments (if any) :

Signature & Date: \_\_\_\_\_

Name: \_\_\_\_\_

***\*The final approving Office shall update CS & convey outcome, including that of change of thesis title / topic (if any). If the change is to the Main Supervisor whereby Dept of the student would also be changed, the conveyance letter is to be copied to Registrar's Office for updating of CS for the change of Dept.***