Application for Change of Supervisor(s)

Notes to Students
1. A student should ensure there is a clear understanding of the communication mechanisms and the frequency of research guidance meetings with the supervisor(s) (usually meetings are more frequent at the start and near completion of the research programme).
2. A student should always be well prepared for meetings with the supervisor(s). He/she should prepare an agenda of topics to be discussed.
3. A student should speak to the supervisor(s) immediately when potential problems (including personal ones) arise. If the situation cannot be resolved, the student should seek advice from the PolyU in the following order: DRC Chair, Head of Department, FRC/School Board Chair and RC Chair.
4. Any changes in the appointment of supervisor(s) must be approved by the DRC. The Research Office shall be notified of the changes by the DRC.
5. The information given in the form will be used only for the processing of this application.

I. PARTICULARS OF THE STUDENT (For completion by the student)

Name: ____________________________  Student No.: ____________________________

Degree: ☐ PhD  ☐ MPhil (Please ✓ as appropriate)

Consent to the change of supervisor(s) (applicable to Teaching Company Associate only)

☐ I have sought the Partner Company’s consent to the change of supervisor(s) via my current Chief Supervisor. The written consent is enclosed. (Please ✓ as appropriate)

☐ As the Chief Supervisor is changed as shown in section II, the Principal Investigator of the relevant project supported by the Innovation and Technology Commission (ITC) and/or Partner Company under the Teaching Company Scheme will also be changed accordingly. The written consent(s) to the change of Principal Investigator from the ITC and/or Partner Company is/are enclosed. (Please ✓ as appropriate).

Department/School: ____________________________  Contact Telephone No.: ____________________________

II. APPLICATION DETAILS (For completion by the student)

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<th>Name(s) of Current Supervisor(s)</th>
<th>Chief Supervisor:</th>
<th>Co-supervisor:</th>
<th>Co-supervisor:</th>
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<td>Name(s) of Future Supervisor(s)</td>
<td>Chief Supervisor:</td>
<td>Co-supervisor:</td>
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I agree to the change of supervisor(s) detailed above and I agree to speak to my supervisor(s) immediately when potential problems (including personal ones) arise, which may affect the progress of my study and/or the quality/completion of my thesis.

Signature  
Student  
Date

III. DECLARATION BY THE CURRENT SUPERVISOR(S) (For Department Use)

☐ I acknowledge the application for the change of supervisor(s).
(Please ✔ as appropriate)

Name of Chief Supervisor:  
Signature  
Current Chief Supervisor  
Date

☐ I acknowledge the application for the change of supervisor(s).
(Please ✔ as appropriate)

Name of Co-supervisor:  
Signature  
Current Co-supervisor  
Date

☐ I acknowledge the application for the change of supervisor(s).
(Please ✔ as appropriate)

Name of Co-supervisor:  
Signature  
Current Co-supervisor  
Date

IV. DECLARATION BY THE NEW SUPERVISOR(S)

1. I am willing to take up the role of Chief Supervisor/Co-supervisor* of the student. I am confident of my competence of guiding the student through the rest of the research programme and I accept the supervisory responsibility as detailed in Appendix C of the Research Student Handbook.

2. I am not registered for a research degree. If I later register for a research degree, I will inform the DRC.

3. I have / have had / have not had* a relationship with the applicant that may constitute a conflict of interest**.
4. I understand that the student’s project is supported by the Teaching Company Scheme (TCS). I agree to comply with the terms in the agreement signed * between PolyU and the Partner Company (for non-ITF TCS) / by PolyU, the Partner Company and the Hong Kong Government (for ITF TCS). (Applicable to students supported by the Teaching Company Scheme)

V. DECLARATION BY THE NEW SUPERVISING TEAM

The following team members has/have successful supervisory experience:

1.______________________________________
2.______________________________________
3.______________________________________

Signature ____________________________ __________________________
Chief Supervisor Co-supervisor Date Date

Signature ____________________________ __________________________
Co-supervisor Co-supervisor Date Date

(* Please delete as appropriate.
** If your answer is affirmative, please explain on a separate piece of paper.)

VI. DECLARATION BY THE DEPARTMENTAL RESEARCH COMMITTEE#

I confirm that the change of supervisor(s) is supported by the Department/School and the DRC is confident that the new supervisor(s) has/have the necessary expertise to guide the student through the rest of the research programme.

Signature ____________________________ __________________________
(*DRC / FRC / SB Chair) Date

(#) If the DRC Chair is one of the supervisors, Section VI should be completed by the FRC / SB Chair.
* Please delete as appropriate.

~ Please return the completed form to the Research Office ~

FOR RO USE ONLY
Application received by ____________________ on ____________________.
RIS updated and letter to student prepared by ____________________ on ____________________.
RIS and letter checked / signed by ____________________ on ____________________.
Sent by ____________________ on ____________________.

FormRC52
May 2016