Application for Change of Supervisor(s)  
(Research Degree Programmes)

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.

5. For Awardees of Hong Kong PhD Fellowship Scheme, the application for change of Chief Supervisor requires the approval of the RGC via the Research Office.

6. The information given in the form will be used only for the processing of this application.

For students admitted in the 2017/18 cohort and before (i.e. admitted on 30 June 2018 or before)

7. The DRC shall pass the completed form to the Research Office.

For students admitted from the 2018/19 cohort onwards (i.e. admitted on 1 September 2018 or after)

8. The completed form shall be kept by the Department.

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.: _______________________________

Name of Partner Institution (if applicable): _______________________________

II. APPLICATION DETAILS (For completion by the student)

<table>
<thead>
<tr>
<th>Name(s) of Current Supervisor(s)</th>
<th>Chief Supervisor:</th>
<th>Chief Supervisor of Partner Institution (if applicable):</th>
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<tr>
<td>Co-supervisor:</td>
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<tr>
<th>Name(s) of Future Supervisor(s)</th>
<th>Chief Supervisor:</th>
<th>Chief Supervisor of Partner Institution (if applicable):</th>
<th>Co-supervisor:</th>
<th>Department:</th>
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<tr>
<td>Affiliation, email and correspondence addresses (applicable to non-PolyU staff)</td>
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</table>
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: ____________________________________________
   English (in block letters)

Signature ___________________________________________________________
   Current Chief Supervisor

Date

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

Name of Chief supervisor of Partner Institution: __________________________
   (if applicable)
   English (in block letters)

Signature ___________________________________________________________
   Current Co-supervisor

Date

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

Name of Co-supervisor: _____________________________________________
   English (in block letters)

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 or Appendix E of the Student Handbook for the Joint PhD Programmes Leading to Dual Awards.

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 SUPERVISORY TEAM

The following team members(s) has/have successful supervisory experience:

1. ______________________________
2. ______________________________
3. ______________________________

Signature ____________________________  ____________________________
Chief Supervisor  Date

Signature ____________________________  ____________________________
Chief Supervisor of Partner Institution (if applicable)  Date

Signature ____________________________  ____________________________
Co-supervisor  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.

FOR OFFICE USE ONLY

Application received by _______________________ on ____________________.
Record updated and letter to student prepared by _______________________ on ____________________.
Record and letter checked / signed by _______________________ on ____________________.
Sent by _______________________ on ____________________.