

Master of Education Research

Appointment of PERMANENT REPLACEMENT for Principal or Associate Supervisor(s) or Appointment of Associate Supervisor: MEdR

Section 1: To be completed by applicant

| | | | | | |
|------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|
| ID No: | <input type="text"/> | Department: | FACULTY OF EDUCATION | | |
| Degree: | MASTER OF EDUCATION RESEARCH | | Course Code: | <input type="text"/> | |
| Family Name: | <input type="text"/> | | | Title: | <input type="text"/> |
| Given Names: | <input type="text"/> | | | | |
| Mailing Address: | <input type="text"/> | | | | |
| Telephone No: | Home: | <input type="text"/> | Work: | <input type="text"/> | |
| Email address: | <input type="text"/> | | | | |

I have been advised of the changes of supervisor/associate supervisor and am satisfied with the arrangement.

Applicant's signature: _____ Date: _____

Section 2: To be completed by nominated supervisor/s

Guidelines for the appointment of supervisor(s)

- i) supervisors must have a Masters degree and be expert in the content area of supervision
- ii) adequate supervision is available for the expected duration of the candidature.
 - a) where it can be reasonably assumed that a supervisor may not be available for the duration of the candidature, eg a staff member on contract, then an associate supervisor should be appointed.
 - b) where no adequate supervision could be arranged by the academic unit in the event that a sole supervisor left the employ of the university, then the applicant should be notified of this prior to this change of supervision.

| | |
|-------------------------------|----------------------|
| Current Main Supervisor: | <input type="text"/> |
| Current Associate Supervisor: | <input type="text"/> |

The new supervisory arrangements following are to date from:

Has the relinquishing supervisor/s been informed of the change in arrangements? Yes No

Percentage weighting of supervisory load where appointed supervisors remain the same but weightings have changed.

Please provide an indication of the split in load (expressed as a percentage) between the supervisors. Note that usual practice is for an associate supervisor to receive 25% of the load and a joint supervisor 50%.

Main Supervisor: from : % to: %

Assoc/Joint Supervisor: from : % to: %

Main Supervisor

The following person is nominated as **replacement main supervisor and** has agreed to act in this capacity:

Name: (*full name please*)

Callista ID No: Department:

Staff ID No: Monash Academic Position:

Is the nominated supervisor currently supervising higher degree research candidates at Monash?

Yes - Please complete table below

| Students currently supervised | Masters | Doctoral |
|-------------------------------------------------------|---------|----------|
| Full-time HDR students (as sole supervisor) | | |
| Full-time HDR students (as main supervisor, not sole) | | |
| Full-time HDR students (as associate supervisor) | | |
| Part-time HDR students (as sole supervisor) | | |
| Part-time HDR students (as main supervisor, not sole) | | |
| Part-time HDR students (as associate supervisor) | | |

It is anticipated that the main supervisor will be available for the expected duration of the applicant's candidature.

- The proposed main supervisor holds a tenured position

Yes No – Give start and end dates for fixed appointment to

- The proposed main supervisor holds another form of appointment

No Yes – Please specify

Other Supervisor

I nominate the following person who has agreed to act in this capacity to be appointed as:

Associate supervisor Joint supervisor

Name: (*full name please*)

Callista ID No: Department:

Staff ID No: Monash Academic Position:

Is the nominated supervisor currently supervising higher degree research candidates at Monash?

Yes - Please complete table below

| Students currently supervised | Masters | Doctoral |
|-------------------------------------------------------|---------|----------|
| Full-time HDR students (as sole supervisor) | | |
| Full-time HDR students (as main supervisor, not sole) | | |
| Full-time HDR students (as associate supervisor) | | |
| Part-time HDR students (as sole supervisor) | | |
| Part-time HDR students (as main supervisor, not sole) | | |
| Part-time HDR students (as associate supervisor) | | |

Where an associate or joint supervisor has been appointed, please provide an indication of the split in load between the supervisors. Note that usual practice is for an associate supervisor to receive 25% of the load and a joint supervisor 50%.

Main Supervisor % Other Supervisor %

Head of Academic Unit (please print): _____

Signature: _____ Date: _____

Main Supervisor (please print): _____

Signature: _____ Date: _____

On completion, this form and all requested supplementary documentation should be forwarded to the Research Office, Faculty of Education.