Change of Supervisory Team – HDR Student

Each HDR Student will have a minimum of two HDR Supervisors; normally a Principal HDR Supervisor and at least one Associate HDR Supervisor.

The Principal HDR Supervisor is responsible for directing the HDR Student's academic work, monitoring the submission of reports, and meeting other administrative responsibilities. The Principal HDR Supervisor is not required to hold the majority of the supervisory load within the HDR Supervisory Team.

Each HDR Supervisor would normally receive a minimum of 20% allocation of supervisory workload.
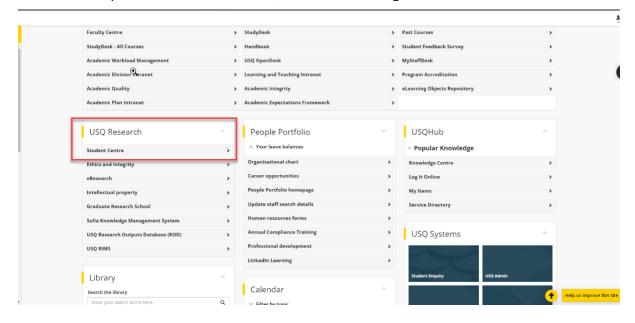
A Supervisory Team may consist of two or more HDR co-Supervisors of equal supervisory load, although for administrative purposes one must be nominated as the Principal HDR Supervisor.

 Further information regarding this process is available [here](#).
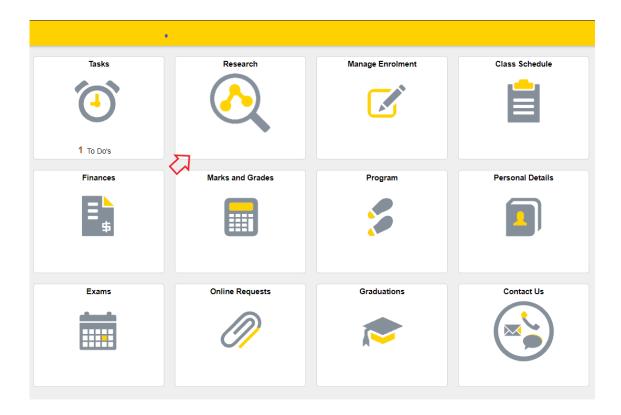
The Change of Supervisory Team online form is available to students under their 'Research' tile in the Student Centre in the Candidature menu item.

To access Change of Supervisory Team online form

1. Log in to your Student Centre by selecting the **Student Centre** link in UConnect (uconnect.usq.edu.au) under the USQ Research heading.
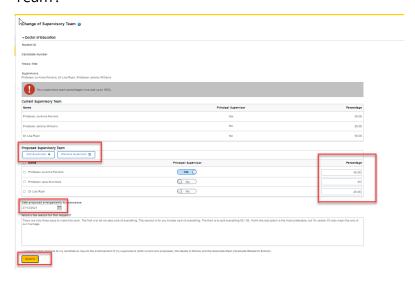
2. Click on the Research tile.

(Note: Student name, candidate number, thesis title, Supervisors will be populated with your information. These have been hidden in this document for privacy reasons).

3. Click on Candidature menu (left hand side) and select 'Change of Supervisory Team'.

4. You can select to Add or Remove a Supervisor from your Proposed Supervisory Team by selecting the buttons Add/Remove.
5. You are able to change your Principal Supervisor and/or change percentage of supervision.
6. Enter date you wish your new team to commence supervision.
7. Enter reason for request
8. Select SUBMIT

All members of your current and proposed supervisory teams will be sent an email to alert them that this request has been submitted. All supervisors will need to agree to this change prior to the GRS team approving these changes. You will be notified by email as to the outcome of your request

END