

Appointment of New/Change of Supervisor(s)

Important Notes:

1. There should not be more than three Supervisors for a graduate research student.
2. Main Supervisor should preferably be from the same Department as the graduate research student while Co-Supervisor may be a non-NUS staff.
3. If the Main Supervisor is an adjunct staff, there should be one NUS full-time staff as the Co-Supervisor, or in the thesis committee. The Chairperson for PhD oral exam should also preferably be a full-time NUS staff.

Section A: To be completed by Student			
Name:		Student No.:	
Department:	Research Institute/Centre Attached to: (if any)	Date Admitted (DD/MM/YYYY):	
Degree: <input type="checkbox"/> Master's <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	
Name of Existing Supervisor(s)	Department	To Continue	To Discontinue
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Name of Proposed New Supervisor(s) & Staff Number (if applicable)	Department	Main Supervisor	Co-Supervisor
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Reasons for proposed changes (if applicable) - Please use separate sheet, if necessary			

_____		_____	
Signature of Student		Date	
Section B: To be completed by Existing and New Supervisor(s)			
Name of Existing and New Supervisor(s)	Signature	Agree	Disagree
1. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate new thesis title/topic (if any):			

Comments (if any):			

Section C: To be completed by Director, Research Institute/Centre – if applicable

Note: Complete this Section only if student is attached to Research Institute/Centre.

Support Do Not Support

Name of Director

Signature & Date

Comments (if any):

Section D: To be completed by Head of Department (HoD) or Nominee

Note: The final approving Office shall update SIS and convey the outcome, including the change of thesis title/topic (if any). If there is a change in Main Supervisor resulting in the change of student's Department, the conveyance letter is to be copied to Registrar's Office for updating of the change of Department in SIS.

Is there any change of Department due to the change in Supervisor? Yes No

Part (i): If there is no change of Department - To be completed by *Existing* HoD or Nominee

Support/ Approve Do Not Support/ Do Not Approve

Name of Existing HoD or Nominee

Signature & Date

Comments (if any):

Part (ii): If there is a change of Department - To be completed by *New* HoD or Nominee

Support/ Approve Do Not Support/ Do Not Approve

Name of New HoD or Nominee

Signature & Date

Comments (if any):

Section E: To be completed by Vice Dean (Graduate Studies) – if applicable

Approve Do Not Approve

Name of Vice Dean

Signature & Date

Comments (if any):