

Governance on the replacement of a supervisor

Procedure for administrators

If a supervisor needs to be replaced (*inter alia*, an irreconcilable breakdown in supervisory relationship, death, or resignation of the supervisor), or an additional supervisor appointed, the same formal governance must be followed as with the initial appointment of a supervisor.

1. The student must approach the HoD and follow the procedure for a breakdown in the supervisory relationship, a supervisor leaving the university or the supervisor passing away.
2. The HOD makes the nomination of the replacement supervisor. This is obviously in consultation with both the supervisor and the student as the two parties need to be comfortable working with each other. The HoD will also consider the supervisory and overall workload of the supervisor.
The supervisor is accountable to the HoD. In the case of a co- or external supervisor, an administrative supervisor in the department must be appointed.
3. The HoD's nomination is submitted to the Faculty Board (and for a PhD student to the Doctoral Degrees Board) as part of the candidacy approval. This is achieved via a Chair's Circular.
4. Once approved by the relevant board(s), the faculty administrator must create the supervisor on PeopleSoft (if not already there), and then link the supervisor and student. The administrator must act only on an approved Circular.
5. An administrator may not change the listed supervisor at the request of a student or any other person but may act only on an approved Circular. If a student approaches the faculty office about a change in supervisor, they must be referred to the HoD.

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