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|--------------------------|-----------------------------------------------|
| <b>Procedure Number</b>  | : PRO-CMGS-02                                 |
| <b>Title</b>             | : Withdrawal from Supervision of HDR Students |
| <b>Effective Date</b>    | : 6 September 2016                            |
| <b>Category</b>          | : Enrolment                                   |
| <b>Organisation Unit</b> | : Graduate School/Higher Degree by Research   |

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## 1. **LEGISLATION/POLICY SUPPORTED**

The implementation procedure is governed by Curtin University's policies, rules and regulations for graduate studies (links below).

[Higher Degree by Research HDR Supervision Policy](#)

[Higher Degree by Research HDR Supervision Procedures](#)

## 2. **APPLICATION**

The procedure applies to all registered HDR supervisors at Curtin University Malaysia.

## 3. **EXCEPTIONS**

Nil

## 4. **DEFINITIONS**

Nil

## 5. **PROCEDURE**

The procedure applies to all situations when a registered HDR supervisor intends to relinquish his/her supervisory responsibility for a currently enrolled HDR student for a valid reason (such as change in circumstances, research misalignment, conflict of interest, etc.).

- 5.1. The supervisor must first discuss his/her intention with the student, other supervisory team members and thesis chair, giving the reason(s) why the withdrawal is necessary. The thesis chair should endeavor to resolve the problem(s) associated with the supervision, if there is any, as far as possible.
- 5.2. If the Thesis Committee is unable to resolve the matter relating supervision and intention of supervisor to relinquish supervision role, the Thesis Chair must inform the Director of Graduate Research (DGR)/Faculty's AD, R&D, who should then mediate the matter on behalf of the Dean of the faculty.
- 5.3. If the problem still cannot be resolved with the intervention of Director of Graduate Research (DGR)/Faculty's AD, R&D, the supervisor should write to the Dean of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee, making a formal request to relinquish his/her supervisory role/duty.
- 5.4. After receiving notification from the supervisor, the Dean of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee will consult members of the Curtin Malaysia Graduate Studies Committee or make an executive decision to resolve the problem/issue related to withdrawal of supervision by the supervisor.

5.5. Following the investigation and consideration by Curtin Malaysia Graduate Studies Committee, the request by the supervisor may be rejected, or a new supervisor is identified by the Dean of Curtin Malaysia Graduate School/Chair of the Curtin Malaysia Graduate Studies Committee, in consultation with the Director of Graduate Research (DGR)/Faculty's AD, R&D.

5.6. The student and Thesis Committee will be informed of the decision via email which becomes effective from the date of the notification (via email).

**6. RESPONSIBILITIES (optional if responsibilities are already specified in the performance indicators)**

| Role (Position, Committee) | Accountable for |
|----------------------------|-----------------|
|                            |                 |
|                            |                 |

**7. APPENDICES (FORMS, WORK INSTRUCTION, SCHEDULES, PROCEDURES)**

Nil

**8. OTHER RELEVANT DOCUMENTS/LINKS**

Nil

| RESPONSIBILITIES       |                        |                                                                        |                                                 |                                                                                                                                                                                |
|------------------------|------------------------|------------------------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy Manager         |                        | Chair of Curtin Malaysia Graduate Studies Committee                    |                                                 |                                                                                                                                                                                |
| Contact Officer        |                        | Secretary of Curtin Malaysia Graduate Studies Committee                |                                                 |                                                                                                                                                                                |
| Telephone              |                        | +60 85 630100 Ext:2548                                                 |                                                 |                                                                                                                                                                                |
| E-mail                 |                        | <a href="mailto:GradSchool@curtin.edu.my">GradSchool@curtin.edu.my</a> |                                                 |                                                                                                                                                                                |
| Approval Authority     |                        | Academic Board                                                         |                                                 |                                                                                                                                                                                |
| Date of Approval       |                        | 24 June 2026                                                           |                                                 |                                                                                                                                                                                |
| Assigned Review Period |                        | 2 years                                                                |                                                 |                                                                                                                                                                                |
| Date of Next Review    |                        | 24 June 2028                                                           |                                                 |                                                                                                                                                                                |
| REVISION HISTORY       |                        |                                                                        |                                                 |                                                                                                                                                                                |
| Version Number         | Approved/<br>Rescinded | Date Approved/<br>Rescinded                                            | Resolution Number/<br>Minutes Reference         | Reason for & Details of<br>Amendment                                                                                                                                           |
| 1.0                    | Approved               | 6 <sup>th</sup> September 2016                                         | Document No:<br>CSAB16-28<br>Meeting No: 3/16   | New                                                                                                                                                                            |
| 1.1                    |                        |                                                                        |                                                 | Changed Curtin Sarawak to Curtin Malaysia due to re-branding.                                                                                                                  |
| 2.0                    | Approved               | 10 <sup>th</sup> September 2020                                        | Document No<br>CMAB20-635 Meeting<br>No: 3/2020 | All references to Graduate School are changed to Graduate Studies.<br>All references to Dean, Graduate School are changed to the Chair of the Curtin Malaysia Graduate Studies |

|            |                 |                                                 |  |                                                                                                                                                                                                                                                                                                                                                         |
|------------|-----------------|-------------------------------------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |                 |                                                 |  | <b>Committee</b>                                                                                                                                                                                                                                                                                                                                        |
| <b>2.1</b> | <b>Approved</b> | 10 <sup>th</sup> September 2022 (Minor changes) |  | <p><b>Changed Graduate Studies to Graduate School. All references to the Chair of the Curtin Malaysia Graduate Studies Committee changed to Director of Graduate School/Chair of the Graduate Studies Committee.</b></p> <p><b>Director of Graduate Research (DGR)/Faculty's AD, R&amp;D now involves in the implementations of the procedures.</b></p> |
| <b>2.2</b> | <b>Approved</b> | 24 June 2026 by Academic Board                  |  | <p><b>1. All references to Director of Graduate School is changed to Dean of Curtin Malaysia Graduate School.</b></p> <p><b>2. Links updated</b></p>                                                                                                                                                                                                    |