


**FINAL YEAR PROJECT  
 APPLICATION TO APPOINT A SECOND SUPERVISOR**

| PART I: STUDENT AND PROJECT DETAILS   |                  |                          |
|---|------------------|--------------------------|
| <b>Student's Name:</b>  |                  |                          |
| <b>Matric Card No.:</b>   | <b>FYP Code:</b> | <b>Semester/Session:</b> |
| <b>Final Year Project Title:</b>  |                  |                          |
| <b>Main Supervisor's Name:</b>  |                  |                          |
| <b>Proposed Second Supervisor's Name:</b>   |                  |                          |
| PART II: ENDORSEMENT BY MAIN SUPERVISOR   |                  |                          |
| <p>I hereby agree that the Final Year Project undertaken by the student above requires additional supervision from a second party because of the following reason(s):</p> <p>[ <input type="checkbox"/> ] This project involves multiple disciplines. A second supervisor is necessary for providing consultation and guidance in the discipline that is beyond my area of expertise.</p> <p>[ <input type="checkbox"/> ] This project is part of a collaborative research with the second supervisor.</p> <p>[ <input type="checkbox"/> ] I may not be able to fully commit to this role throughout the course of this project, thus the second supervisor will be instrumental during my time of absence.</p> <p>[ <input type="checkbox"/> ] Other (please specify):</p> <p>_____</p> <p>_____</p> |                  |                          |
| <b>Main Supervisor's Signature:</b>   |                  | <b>Date:</b>             |
| <b>Official Stamp:</b>  |                  |                          |
| PART III: DECLARATION BY SECOND SUPERVISOR  |                  |                          |
| <p>I hereby agree to become the Second Supervisor to the student above and accept the responsibility of providing consultation and guidance to the student. I am also aware that this will not count as my work load and I am not required to assess the student, but will receive credit as co-author in publications.</p>   |                  |                          |
| <b>Second Supervisor's Signature:</b>   |                  | <b>Date:</b>             |
| <b>Official Stamp:</b>  |                  |                          |

**PART IV: DELIBERATION BY DEPUTY DEAN**

I hereby **\*approve / reject** this application for the appointment of a Second Supervisor to the student above.

**Deputy Dean's Signature:**

**Date:**

**Official Stamp:**

\* Delete whichever is not applicable

Notes:

- (1) After deliberation by the deputy dean, the student must submit the original copy to the FYP Coordinator.
- (2) The student should make a duplicate copy and attach it in the logbook.