**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application for Change of Research Title**

PGRs must complete this form if they wish to make a ***significant*** change to the Research Title for their PhD, MD or MPhil programme. Changes of Research Title should be approved in advance by the relevant sponsor or funding body.

The policy and procedures to outline Changes to Degrees can be found within the University’s Code of Practice for Postgraduate Researchers <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

Once completed, this signed form and any supporting documentation should be sent to [FBMH.doctoralacademy.support@manchester.ac.uk](mailto:FBMH.doctoralacademy.support@manchester.ac.uk)

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| **SECTION 1 – to be completed by the PGR** | | | |
| **PGR Name:** | | **ID Number:** | |
| **Current Programme:** | | | |
| **Current Mode of Attendance:** Full Time  Part Time | **Start Date:** | |
| **Current Research Title:** | | | |
| **New Research Title:** | | | |
| **International PGRs:**  Please confirm whether you required ATAS clearance for your research project YES NO  *Please note that a significant change to your project may require a new ATAS clearance application*  If you are sponsored by government/embassy/institution please give details and a contact name:    *Confirmation of sponsor approval should be attached* | | | |
| **Funding and Sponsorship:**  Are you funded or sponsored? YES  NO  Please give details of your source of funding:  Please confirm you have checked and are aware of your funding body terms and conditions on making significant changes to your research title/area: | | | |
| **Circumstances:**  Please outline the circumstances resulting in this change of research title:  Please note whether this will require a change or additional supervisor on your supervisory team:  If so, provide details:  Please confirm whether this change in research title will impact on your progression against eProg programme milestones:  Yes  No  *If yes, you should discuss this with your* [*Division Senior Tutor*](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) | | | |
| **PGR Declaration**  I confirm that I have discussed my intention to change my research title with my supervisory team (and my sponsor where appropriate)  Signed:  Date: | | | |

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| **SECTION 2 – to be completed by the Supervisor** | |
| I confirm that the above named PGR has discussed their request to change their research title with me and that I support/reject their application:  ApproveReject  Additional Comments (including any impact on progression): | |
| **Signature:** | **Date:** |
| **Section 3 – to be completed by the** [**Division Senior Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) | |
| Division Tutors should add any additional information or comments relating to the request below. | |
| **Division Senior Tutor Signature:**  **Division Senior Tutor Name: (Please Print)** | **Date:** |
| *Senior Tutors should delete this documentation and any supporting evidence following confirmation of the outcome from the Doctoral Academy.* | |

**Application for Change of Research Title Instructions:**

1. If you are considering applying for a change of research title, help and advice can be obtained from the Doctoral Academy [FBMH.doctoralacademy.support@manchester.ac.uk](mailto:FBMH.doctoralacademy.support@manchester.ac.uk)
2. If you wish to discuss your request in person you should contact your [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) or the Doctoral Academy
3. Sponsor confirmation will be required before the change is research title is approved. This is particularly important for international PGRs who are sponsored by their government or embassy.
4. International PGRs who required ATAS clearance at the offer stage may require a new ATAS clearance certificate if there is a significant change in the research project requiring a formal change of programme. Confirmation will be provided from the Doctoral Academy if this is the case.
5. The PGR and supervisory team should consider whether any changes to the supervisory team will be required as a result of the change to the research title. Any changes should be noted on the request form and will be actioned by the Faculty.
6. If the change in research title is a major change to the project, consideration must be given as to whether the PGR will be able to complete this work within the remaining period of the programme.
7. After completing the form, direct the form to your Supervisor and ask them to complete ‘Section 2 – Supervisor’. Once they have completed section 2, you must then ensure that the completed form is signed off by your [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/).
8. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

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