**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application to Transfer School/Division Registration**

Registration in a host School is normally determined by the home of the main supervisor. Agreement to transfer to a different School or Division will require consideration of funding, sponsor expectations, supervision, outcome award, potential resource implications. The [Doctoral Academy](mailto:doctoralacademy@manchester.ac.uk) can provide guidance on the issues involved. Students should also discuss these issues with their supervisory team and [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/).

For international students on a Student visa any course change will need to be reported to the UKVI. Students should discuss the implications of any transfer/course change with the Student Immigration Team (regarding visa implications) and their sponsor as appropriate - ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)/+44 (0)161 275 5000).

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

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| **Section 1 – to be completed by the student** | | | |
| **Student Name:** | | | **ID Number:** |
| **Current Programme:** | | | **Start Date:** |
| **Current School/Division** | **New School/Division** | | |
| **Effective Date of Change:** | | | |
| **Funding/Sponsorship:**  Please give details of your source of funding (international students should also complete the box below)  Please confirm you have checked and are aware of any funding body terms and conditions on changing the registering School for your programme: | | | |
| **International Students Only**  Are you currently funded by an officially recognised sponsor? YES  NO  If yes, please give the contact details for your sponsor and your reference number:  Did you require ATAS clearance for your programme: YES  NO  Please confirm if there is a significant change to the research project as a result of this transfer? YES  NO  Please confirm that there will be no change to the programme end date as a result of this transfer YES  NO  **If you are in the UK subject to immigration regulations, you must consult the Student Immigration Team** [**guidance**](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) **regarding visa implications when changing your study before submitting this request.**  Please confirm you have read and understood the University [guidance](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) on Changes to your Studies and the potential impact upon your visa of this request | | | |
| **Reason for Transfer Request:** | | | |
| **Current Supervisory Team**  Main supervisor:  Co-supervisor(s):  Co-supervisor(s):  Advisor: | | | |
| **New Supervisory Team (to be completed in full consultation with proposed supervisory team if the supervisory team is changing)**  Main supervisor: % credit split\*  Co-supervisor(s): % credit split  Co-supervisor(s): % credit split  Advisor:  *External/collaborating non-University of Manchester supervisors can be added to the record. Please provide details here if applicable:*  *\*credit split should be completed between supervisors only – total split across the team should always equal 100%.*  *Only University of Manchester based supervisors can be assigned a % split.* | | | |
| **Are you registered with the Disability Advisory and Support Service** (DASS)?: Y/N | | | |
| **Student Declaration**  I confirm that I have agreed my intention to transfer School/Division with my Supervisory Team.  **Signed: Date:** | | | |
| **Section 2 – to be completed by the Main Supervisor** | | | |
| I confirm that the supervisory team has discussed and agreed to the above named student’s request to transfer School. Where the transfer involves changes to the supervisory team, I confirm these changes will ensure adequate supervision is available for the project. I also confirm all members of the supervisory team (previous and new) have been consulted on these changes and are in agreement.  ApproveReject  **Additional Comments:** | | | |
| **Supervisor Signature:** | | **Date:** | |
| **Print Name:** | |  | |
| **Section 3 - Division Comments – to be completed by the** [**Division Senior Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) **of the new School/Division** | | | |
| *Tutors should note any agreements regarding fees, stipend, resources or relevant information regarding the transfer* | | | |
| **Division Senior Tutor Signature (new Division/School):**  **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.* | | | |

**Further guidance regarding transferring School**

If you are considering applying for a change of supervisory team, help and advice can be obtained from the Doctoral Academy [Student Support Team](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/support/) or by contacting [PGR-support.doctoralacademy@manchester.ac.uk](mailto:PGR-support.doctoralacademy@manchester.ac.uk)

If the application involves a change to your supervisory team this must be made in full agreement with all members of the current and proposed new supervisory team.

1. 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 ([PGR-support.doctoralacademy@manchester.ac.uk](mailto:PGR-support.doctoralacademy@manchester.ac.uk)). All information will be treated confidentially.
2. Registration in a School/Division is normally dictated by the home of the main supervisor. The University policy on supervision requires that one supervisor is nominated as the main supervisor even where there may be an equal credit share within the supervisory team.
3. In considering whether you can transfer School/Division you’ll need to discuss the following issues with your supervisory team and/or Division Senior Tutor as appropriate to your situation:
   1. What will my new award be on my degree certificate
   2. Will my sponsor agree to a change in degree from my original offer? (confirmation will be required)
   3. Will I need to make a new ATAS request (Student visa only)
   4. Are the fee levels the same between your current and proposed new School/Institute?
   5. What is your current funding stream? If it is internally provided by your current School/Institute this may be problematic in terms of agreeing a transfer
   6. As above, is there a consumables/project budget linked to your research – will you still have access to this if you transfer
   7. Are there other resource implications, space issues that need to be resolved?

You may not know the answer to all of these questions. You can speak to your Division Senior Tutor for guidance or one of the Doctoral Academy team.

**Application to Change Programme of Study Instructions:**

1. Applications to transfer School/Division will not normally be applied retrospectively
2. If you are an international student on a student visa, the UKVI will need to be notified of any course change. The Doctoral Academy will notify the University’s Student Immigration Team. To discuss any visa implications please contact the International Advice Team (regarding visa implications) and their sponsor where appropriate - ([visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)/+44 (0)161 275 5000). Further information can be found on [My Manchester](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/)
3. 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 the [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) for your new Division/School.
4. The completed form should be emailed to [PGR-support.doctoralacademy@manchester.ac.uk](mailto:PGR-support.doctoralacademy@manchester.ac.uk)
5. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

**Please note full details and expectations on circumstances leading to change can be found within the** [**University’s Policy on Circumstances Leading to Changes to Postgraduate Research Study**](http://documents.manchester.ac.uk/display.aspx?DocID=8162)