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**Faculty of Humanities**

**School of Arts, Languages and Cultures**

**Application for Changes to Your Postgraduate Research Programme 2018-19**

This form is issued by the School of Arts, Languages and Cultures and should be used to apply to the School and/or Faculty for proposed changes to your Postgraduate Research Programme, as defined in the School online PGR Handbook. You must read the School guidance on changes to your programme before completing this form. Additionally, you are advised to consult the appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/). All information contained in this form will be treated ashighly restricted. Please refer to the [Student Privacy Notice](http://www.regulations.manchester.ac.uk/data-collection-notice/) and [Records Retention Schedule](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=6514) for more details.

Once completed, this form and any supporting documentation, must be submitted to Jo Marsh, Senior PGR Administrator, in the Graduate School Office (via email: joanne.marsh@manchester.ac.uk or in hard copy). We recommend that the application form and supporting documents are appropriately protected. Information on file encryption at the University can be found on the University [website](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/). Please note that the application will be reviewed by the School and/or Faculty depending on the circumstances and the School/Faculty will decide whether the request will be approved, declined, the period requested reduced or whether further recommendations are suggested. Please note that if referred to Faculty, they aim to make a decision and communicate it to the School within 10 working days of receiving the complete application and supporting evidence.

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| **SECTION 1: STUDENT DETAILS**  |
| **Surname** |       | **Forename** |       |
| **ID Number** |       |
| **Programme of study** | **PhD** **[ ]**  | **MPhil** **[ ]**  | **Other** **[ ]** **Please state:** |  |
| **Programme Start Date** |       | **Year of Programme (1, 2, 3, Submission Pending, post submission)** |       |
| **Programme End Date (excluding submission pending period)** |       | **Mode of Attendance** | **[ ]  Full-Time** **[ ]  Part-Time** |
|  |
| **Are you in receipt of any funding/scholarships (including Research Council) or do you receive a UK government doctoral loan?** *Please tick as appropriate. If you are in receipt of funding from an external organisation/sponsor who stipulates that changes to your programme require their prior approval, it is your responsibility to provide evidence that the change has had their approval. For doctoral loan stipulations, please refer to the University’s* [*Student Support website*](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/)*.*  | **[ ]  Yes [ ]  No** |
| **[ ]  AHRC [ ]  ESRC [ ]  PDS Award [ ]  School studentship/bursary [ ]  D** **[ ]  EPSRC [ ]  NERC [ ]  Research Impact Scholarship [ ]  Other, please state**      |
| **Are you under immigration control in the UK/do you require a visa to study in the UK?***You MUST contact the Student Immigration Team for advice concerning any impact a change to your programme may have on your immigration status* [*http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/*](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/) | **[ ]  Yes [ ]  No** |
|       |
| **Have you been granted previous interruptions/extensions during your programme?** *If so please list/indicate below details of your interruptions/extensions (including dates).* | **[ ]  Yes [ ]  No** |
|       |
| **Do you have work commitments/employment alongside your PhD programme?** If so, please identify how the commitments/employment will be affected by your planned interruption. Examples include teaching assistant duties and/or any other duties at the University of Manchester or elsewhere. |  **[ ]  Yes [ ]  No** |
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| **SECTION 2: APPLICATION DETAILS**  |
| **I am applying for (please tick as appropriate):*****Please note that applications may need approval from both the School and the Faculty depending on the type of change and the length of interruption/extension applied for. Research Council funded students must consult the funding guidelines for their Research Council. If you have any questions, please contact Jo Marsh, Senior PGR Administrator, in the first instance.*** |
| **Interruption** ***Interruptions of less than one month are not permitted. Interruptions of up to 6 months can be granted by the School. If a student applies to interrupt for longer than 6 months, the School can only grant a maximum of 6 months in the first instance (providing there is appropriate supporting evidence) and the student will have to reapply for a further interruption at the end of the 6 months. NB Maternity leave is exempt from the 6 month ruling and up to 12 months will be granted. Please note that interruptions during the submission pending period are not permitted.*** | **[ ]**  |
| **Extension to Prescribed Programme*****A summary of work completed to date and a timeline of work still to be completed must be submitted with the application. Students may use the template in Appendix 1. Extensions to programme incur a pro-rata tuition fee.*** | **[ ]**  |
| **Extension to Thesis Submission Deadline or Resubmission Deadline*****Please note that extension requests longer than 6 weeks will be reviewed by both the School PGR Director and the Faculty PGR Deputy Associate Dean.******A summary of work completed to date and a timeline of work still to be completed must be submitted with the application. Students may use the template in Appendix 1.*** | **[ ]**  |
| **Increased Thesis Word Limit (the word limit is 80,000 for a standard PhD, with no tolerance)*****Applications should be made at least 6 weeks prior to the submission date. Applications to increase the word limit up to 10% can be considered at School level by the PGR Director. Applications for over 10% will be considered by the Faculty PGR Deputy Associate Dean, with a statement from the School PGR Director.***  | **[ ]**  |
| **Programme Change** ***Please submit a letter of approval from sponsor, if applicable*** | **[ ]**  |
| **Mode of Attendance Change (Part-Time/Full-Time)*****Please submit a letter of approval from sponsor, if applicable*** | **[ ]**  |
| **Early Submission of Thesis*****Tuition fees for the full duration of the programme MUST be settled before the thesis can be accepted. For students receiving funding administered/funded by the University of Manchester, please note that funding terminates at the point of thesis submission. Students receiving funding from external bodies should refer to their funder.***  | **[ ]**  |
| **Change to Thesis Title****Current title:****Proposed new title:** | **[ ]**  |
| **Change to Supervisory Team** | **[ ]**  |
| **Date change is to be effective from:**  | Click here to enter a date. | **Length of interruption/extension requested:** |  |

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| **SECTION 3: STUDENT DECLARATION** |
| **Please provide*** **Exact details of the requested change: details of the interruption, extension, proposed date of mode of attendance change, early submission date, current and new supervisory arrangements, current and new thesis titles, etc.**
* **Justification for your application.**
* **Supporting evidence which justifies the change, eg medical notes and/or other documents. For applications made on health grounds, it is recommended that a ‘**[**Fit Note’ (Statement of Fitness for Work)**](https://www.gov.uk/government/collections/fit-note) **is provided. We recommend that documents containing sensitive personal data are appropriately protected. Information on file encryption at the University can be found via** [**IT Services**](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/)**.**

**If you are applying for an interruption or extension, please also justify fully why the requested length of interruption/extension is needed. NB. Your supporting documentation should support the proposed length of time being requested.** |
|       |
| ***I confirm that the information I have given is correct to the best of my knowledge and that I fully understand the implications of this change to my current programme of study.*** |
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| **Student’s name** |       | **Date** | Click here to enter a date. |

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| **SECTION 4: SUPERVISOR DECLARATION** |
| **A statement must be provided below by the main supervisor or a supporting letter/email must be provided/attached.** |
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| **Supervisor’s name** |       | **Date** | Click here to enter a date. |

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| **SECTION 5: TO BE COMPLETED BY THE SCHOOL** |
| ***As Chair of the School PGR Committee, I have considered this application and the decision is to:*** |
| **[ ]  APPROVE** **[ ]  REJECT [ ]  REQUEST FURTHER INFORMATION** |
| **Does this request need Faculty Approval? [ ]  Yes [ ]  No** |
| **A statement must be provided below by the PGR Director. If the application is approved by the School, please include a statement of support and state if there are approval conditions. If the application is rejected by the School, please provide reason(s).**  |
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| **Professor Vera Tolz****School PGR Director** |       | **Date** | Click here to enter a date. |

**FOR CASES REFERRED TO THE FACULTY OF HUMANITIES**

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| **SECTION 6: TO BE COMPLETED BY THE FACULTY**  |
| ***As Chair of the Faculty PGR Committee, I have considered this application and the decision is to:*** |
| **[ ]  APPROVE [ ]  REJECT [ ]  REQUEST FURTHER INFORMATION**  |
| ***Please state below, any condition(s) of the approval, reason(s) for the rejection or information required.*** |
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| **Deputy Associate Dean for PGR** |       | **Date**  | Click here to enter a date. |

**Appendix 1**

**Extension work plan**

For extension applications, additional information regarding your progress on the thesis to date and a work plan for the requested period of extension must be provided. You must indicate how much work you have completed, with regards to the research and the writing, and how much remains to be completed.

Please use the form below.

Supervisors must provide their assessment of the feasibility of your proposed work plan in Section 4 above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title, if applicable** | **Anticipated word length**  | **Words: first draft completed (number of words)** | **Words: final draft completed (number of words)** |
| Introduction |  |  |  |  |
| Chapter 1 |  |  |  |  |
| Chapter 2 |  |  |  |  |
| Chapter 3 |  |  |  |  |
| Chapter 4 |  |  |  |  |
| Chapter 5 |  |  |  |  |
| Chapter 6 |  |  |  |  |
| (continue if needed) |  |  |  |  |
| Conclusion |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **For students conducting empirical research** |
|  | **Anticipated/totalamount to collect** | **Amount collected** | **Analysis complete (Yes/No)** |
| Data collected |  |  |  |

**Appendix 2**

**Supporting evidence**

Students must provide evidence to support their application where applicable. The type of evidence is dependent on the nature of the student’s circumstances. Examples of supporting evidence include:

* Statement of fitness for work (available from GP)
* Doctor’s note/hospital letter. This should state how the illness/condition is likely to affect the ability to work and provide a clear time frame.
* Maternity certificate
* Letter from an appropriate/independent third party
* Death certificate/Order of Service
* Letter from an appropriate/independent third party
* Police incident report
* Letter from supervisor confirming delays/problems in research that are beyond the control of the student
* Letter from employer confirming changes to employment (for cases relating to employment, this is applicable to students on part-time programmes only).

All supporting documentation will be treated as confidential. However, if the student does not wish to provide certain evidence, they should state the reason and provide alternative documents where possible.