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**Faculty of Humanities**

**School of Environment, Education and Development**

**Application for Changes to Postgraduate Research Programme**

This form is issued by the School of Environment, Education and Development and should be used to apply to the School PGR Committee/ Faculty PGR Committee for proposed changes to your Postgraduate Research Programme, as defined in your School PGR Handbook. You must read the School’s policy and guidance on changes to degrees available on the PGR intranet/Handbook prior to completing this form. Additionally, you are advised to consult appropriate University policies/guidelines

(<http://www.humanities.manchester.ac.uk/humnet/our-services/postgraduate-research/regulations/> ). **All information contained in this form will be treated as strictly confidential**.

Once completed, this form and any supporting documentation should be sent to the SEED PGR Office or by email to pgr-seed@manchester.ac.uk Please note that the application will be reviewed by your School or the Faculty depending on the circumstances and they will decide whether the request will be approved, declined or whether further recommendations are suggested.

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| **SECTION 1: PERSONAL DETAILS**  |
| **Surname** |       | **Forename** |       |
| **University Email address\*** |   | **\*Please note the PGR Office will only use University email addresses for correspondence and communications** |
| **ID Number** |       |
| **Discipline/Subject Area** |       |
| **Programme of study** | **PhD** **[ ]**  | **MPhil** **[ ]**  | **Prof Doc [ ]**  | **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)?** *Please tick all that apply. If you are in receipt of funding from an external organisation/sponsor which stipulates that changes to your studies require their prior approval, it is your responsibility to provide evidence of this.*  |  |
|  **[ ]  AHRC [ ]  EPSRC [ ]  ESRC [ ]  NERC [ ]  Research Impact Scholarship [ ]  PDS Award [ ]  School studentship/bursary [ ]  Other, please state**      |
| **If you are an overseas student, do you have a Tier 4 visa to study in the UK?***You MUST contact the International Advice 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** |
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| **SECTION 2: APPLICATION DETAILS**  |
| **I am applying for (please tick as relevant):*****Please note that applications may be need approval from both School PGR Committee and Faculty PGR Committee depending on the type of change and the length of interruption/extension applied for. Research council funded students must also consult the funding guideline from their funding research council. If you have any questions, please contact School administrator in the first instance.***  |
| **Interruption**  | **[ ]**  |
| **Extension to Prescribed Programme*****A summary of completed work and a timeline of milestones still to complete must be attached. Students may use the template in the appendix to outline the summary and timeline of their work.*** | **[ ]**  |
| **Extension to Thesis Submission Deadline*****A summary of completed work and a timeline of milestones still to complete must be attached. Students may use the template in the appendix to outline the summary and timeline of their work.*** | **[ ]**  |
| **Increased Thesis Word Limit*****Thesis word limit can be found in the*** [***Presentation of Theses Policy***](http://documents.manchester.ac.uk/display.aspx?DocID=7420)***. Application should be made at least 6 weeks prior to submission date.*** | **[ ]**  |
| **Programme Change** ***Please submit a letter of approval from sponsor if applicable*** | **[ ]**  |
| **Mode of Attendance (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******Once approved, School should contact the Faculty eProg officer to arrange for Notice of Submission to be activated*** | **[ ]**  |
| **Alternative Format of Thesis*****Applications should be made giving an outline of the proposed thesis structure and rationale; This request must be submitted before the end of year two for full time students and the end of year four for part time students. The format and structure to Alternative Format can be found in the*** [***Presentation of Theses Policy***](http://documents.manchester.ac.uk/display.aspx?DocID=7420)***.*** | **[ ]**  |
| **Change to Thesis Title / Research Project**  | **[ ]**  |
| **Change to Supervisory Arrangement** | **[ ]**  |
| **Date change is to be effective from:**  |  | **Length of interruption/extension requested:** |  |

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| **SECTION 3: STUDENT DECLARATION** |
| **Please provide:*** **Exact details of the requested change: details of interruption, extension, proposed date of mode of attendance change, early submission date, current and new supervisory arrangements, current and new thesis titles, etc.**
* **A detailed justification for your application**
* **Supporting evidence which justifies the change eg medical notes and/or other documents. For applications made on health ground, it is recommended that a ‘**[**Fit Note’ (Statement of Fitness for Work)**](https://www.gov.uk/government/collections/fit-note) **is provided.**

**If you are applying for an interruption or extension, please also justify fully why the requested length of interruption/extension is needed.**  |
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| ***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**  |       |

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| **SECTION 4: SUPERVISOR DECLARATION** |
| **A statement of support must be provided below by the main supervisor or a supporting letter/email must be provided/attached**  |
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| **Main Supervisor’s name** |  | ***DATE*** |       |

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| **SECTION 5: TO BE COMPLETED ON BEHALF OF THE SCHOOL PGR COMMITTEE** |
| ***As Chair of the School PGR Committee I have considered this application and the decision is to:*** |
| **[ ]  APPROVE** **[ ]  REJECT [ ]  FURTHER INFORMATION REQUIRED** |
| **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 here if there are approval conditions. If the application is rejected by the School, please provide reason(s).**  |
|       |
| **Professor Kevin Woods****Director of Postgraduate Research, SEED** |       | **DATE**  |       |

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

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| **SECTION 6: TO BE COMPLETED ON BEHALF OF THE FACULTY PGR COMMITTEE** |
| ***As Chair of the Faculty PGR Committee I have considered this application and the decision is to:*** |
| **[ ]  APPROVE [ ]  REJECT [ ]  FURTHER INFORMATION REQUIRED** |
| ***Please state below, any condition(s) of the approval, reason(s) for the rejection or information required.*** |
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| **Assistant Associate Dean for PGR** |       | ***DATE***  |       |

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| **SCHOOL PGR OFFICE ONLY** |
| **SENT TO FACULTY FOR DECISION [ ]** **DATE:** **BY:**  |  **STUDENT NOTIFIED OF DECISION [ ]** **DATE:** **BY:**  |
| **CAMPUS SOLUTIONS UPDATED [ ]** **DATE:** **BY:**  | **JE-S UPDATED (if applicable) [ ]** **DATE:** **BY:**  |
| **E-SCHOLAR UPDATED (if applicable) [ ]** **DATE:** **BY:**  | **E-PROG UPDATED (if applicable) [ ]** **DATE:** **BY:**  |
| **FACULTY OFFICE ONLY** |
| **FACULTY INSTRUMENT SENT [ ]** **DATE:** **BY:**  |  **SCHOOL NOTIFIED OF DECISION [ ]** **DATE:** **BY:**  |
| **Once completed a copy of this signed form, together with the confirmation letter and any supporting documents, should be kept in the Student File.** |

**Appendix 1**

**Extension work plan**

For extension application, additional information about your progress on the thesis to-date and work plan for the requested period of extension should be provided. You should indicate how much work you have completed in both the research and writing and how much remains to be completed.

You may wish to use the form below.

Supervisors should provide their assessment of the feasibility of your proposed work plan in section 4 above.

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| --- | --- | --- | --- | --- |
|  | **Title** | **Anticipated length**  | **Words: first drafted** | **Words: final drafted** |
| Chapter 1 |  |  |  |  |
| Chapter 2 |  |  |  |  |
| Chapter 3 |  |  |  |  |
| Chapter 4 |  |  |  |  |
| Chapter 5 |  |  |  |  |
| Chapter 6 |  |  |  |  |
| (continue if needed) |  |  |  |  |
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| **For students conducting empirical research** |
|  | **Anticipated/totalamount to collect** | **Amount collected** | **Analysis complete (yes/no)** |
| Data collected |  |  |  |

**Appendix 2**

**Supporting evidence**

Student must provide evidence to support their application where applicable. Appropriate type of evidence is dependent on the nature of student’s circumstances.

Examples of supporting evidence are:

* Statement of Fitness to work (available from GP)
* Doctor’s note/hospital letter
* Maternity certificate
* Letter from an appropriate/independent third party
* Police incident report
* Letter from supervisor confirming delays/problems in research that are beyond student’s control
* For cases relating to changes to employment (part-time students), letter from employer confirming the changes

**Second or subsequent interruption or extension application**

For interruption or extension application where previous permissions have been granted either by School or Faculty, application and supporting document(s) related to previous permissions should also be presented with the new application for completeness of information.