**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application to make Changes to the Supervisory Team**

All PGRs must complete this form if they wish to change their supervisory team (this includes replacement supervisors, additional supervisors, removal of supervisors).

Changes can only be made where these is full agreement between the PGR, supervisory team (current and proposed) and/or Division Senior Tutor. A change in supervisor may result in a change in host Division for the PGR.

The Supervisory [policy](https://documents.manchester.ac.uk/display.aspx?DocID=615) 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/>

Supervisors should ensure they meet the criteria as outlined in the Supervisor Policy before proceeding with this request. More information can be found [here](https://www.staffnet.manchester.ac.uk/bmh/research/doctoral-academy/pgr-policies/university-regulations/).

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 / School / Division:** | | | | **Start Date:** |
| **Funding/Sponsorship:**  Please give details of your source of funding (international PGRs should also complete the box below):  Please confirm you have checked and are aware of any funding body terms and conditions on changing supervisory team: | | | | |
| **International PGRs Only**  Are you currently funded by an officially recognised sponsor? YES  NO  If yes, please give the name of your sponsor and file number (if known): | | | | |
| **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)**  **Supervisors should read the** [**Policy on Supervision for Postgraduate Research Degrees**](http://documents.manchester.ac.uk/display.aspx?DocID=615) **to ensure suitability and eligibility of the proposed new supervisory team**  Main supervisor: % credit split\*  Co-supervisor(s): % credit split  Co-supervisor(s): % credit split  Does this change in main supervisor require a change in host Division for the PGR? Yes / No  (a PGR is registered in the Division of their main supervisor)  *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.* | | | | |
| **Grounds for Change of Supervisory Team** | | | | |
| **Are you registered with the Disability Advisory and Support Service** (DASS)?: Y/N | | | | |
| **PGR Signature** | **Date:** | | | |
| Section 2 – Current Main Supervisor Only | | | | |
| I confirm that the above named PGR and I have discussed these changes to the supervisory team and that 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  **Additional Comments:** | | | | |
| **Supervisor Signature:** | | **Date:** | | |
| **Print Name:** | | | | |
| **Section 3 – to be completed by the** [**Division Senior Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) | | | | |
| **Division Comments** – *Where the supervisory team has changed due to a supervisor leaving the University, the Tutor should comment on the impact upon the project, continued input from the previous supervisor, funding issues, etc.* | | | | |
| **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 to Change Supervisory Team Instructions:**

**To apply to make a change to your supervisory team you must:**

If you are considering applying for a change of supervisory team, help and advice can be obtained from the Doctoral Academy [FBMH.doctoralacademy.support@manchester.ac.uk](mailto:FBMH.doctoralacademy.support@manchester.ac.uk)

1. Applications for a change to your supervisory team must be made in full agreement with all members of the current and proposed new supervisory team.
2. The new supervisory team must ensure they meet the requirements as outlined in the [Policy](http://documents.manchester.ac.uk/display.aspx?DocID=615) on PGR Supervision.
3. If the main supervisor has left the University then the changes should be made in discussion with the relevant [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) who will consider any impact on funding, project and continued input from the previous supervisor.
4. If there are external supervisors as part of the supervisory team your School will request additional details from them so that access can be granted to eProg.
5. 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. All information will be treated confidentially.
6. After completing the form, direct the form to your Main 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/).
7. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.