

**Faculty of Humanities**

**SEED APPLICATION FOR CHANGE TO SUPERVISORY ARRANGEMENT**

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. **All information contained in this form will be treated as strictly confidential**.

**Once completed**, this form and any supporting documentation should be returned to your School Administrator, via the relevant PGR Office, [pgr-seed@manchester.ac.uk](mailto:pgr-seed@manchester.ac.uk). Please note that the application will be reviewed by your School or 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** |  | **ID Number** |  |
| **Forename** |  | | |
| **Email Address** |  | | |
| **Discipline/Programme** | Choose an item. | | |
| **Programme of study** | Choose an item. | | |
| **Programme Start Date** |  | **Year of Study** | Choose an item. |
| **Current Programme End Date** |  | **Attendance** | Choose an item. |
| **SECTION 2: REGISTRATION DETAILS** | | | |
| **Has the candidate had any previous changes to their supervisory arrangements?** *(Give details below)* | | | Choose an item. |
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| **SECTION 3: SUPERVISORY ARRANGEMENTS** | | | | |
| **Current Supervisor(s)** | | (*if applicable*) | | |
| **Proposed Replacement/**  **Additional Supervisor(s)** | **Main % Split**  **(*Minimum 50%)*** |  |  | Choose an item. |
| **Co- % Split** |  |  | Choose an item. |
| **Join Co- % Split** |  |  | Choose an item. |
| **Is this a retrospective request?**  *Please provide details below* | | | | Choose an item. |
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| **SECTION 4: CIRCUMSTANCES BEHIND THE CHANGE** |
| **Please provide full details including, if appropriate, a note of where the candidate is up to with their thesis.** *Continue on another sheet if necessary* |
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| **SECTION 5: STUDENTS COMMENTS** |
| **Please provide full details.** *Continue on another sheet if necessary* |
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| **SECTION 6: SUPERVISORS COMMENTS** | | | |
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| **Main Supervisor** |  | | |
| **\*Co Supervisor** |  | | |
| **\*to be signed if the Main Supervisor is unavailable** | | | |
| **Signed** |  | **By Email** | **Date** |
| **SECTION 7: DISCIPLINE COORDINATOR’S COMMENTS** | | | |
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| **I agree the supervisory arrangements should be amended as requested and the supervisory team have agreed to the changes.** | | | |
| **Name of DisCo** |  | | |
| **Signed** |  | **By Email** | **Date** |

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| **POSTGRADUATE RESEARCH COMMITTEE** | |
| **APPROVE** | **DEFER** |
| *Notes of issues requiring attention:* | |
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| **Signed on behalf of PGRC** |  |
| **Date** |  |

**Office Only:**

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| **CS Updated** |  |