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**Faculty of Humanities**

**School of Social Sciences**

**Application for Changes to Postgraduate Research Programme**

This form is issued by the School of Social Sciences 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 (<http://www.humanities.manchester.ac.uk/pgr-handbook-soss>).

 You must read the School’s policy and guidance on changes to degrees available on the programme handbook prior to completing this form. Additionally, you are advised to consult appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/). All information contained in this form will be treated ashighly restricted. Please refer to the Student Privacy Notice [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 should be sent to your School Administrator (Ann.Cronley@manchester.ac.uk or Marie.Waite@manchester.ac.uk).

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 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** |       | **Forename** |       |
| **ID Number** |       | **Programme of study**  | Choose an item. |
| **Mode of Attendance** | Choose an item. | **Year of Programme (1, 2, 3, Submission Pending, Post submission)** | Choose an item. |
| **Are you in receipt of any funding/scholarships (including research council)?** *Please tick all that applies. If you are in receipt of funding from an external organisation/sponsor who stipulates that changes to your studies require their prior approval, it is your responsibility to provide evidence that the change has had their approval.*  | [ ] **Yes** [ ] **No** |
| [ ] **AHRC** [ ] **EPSRC** [ ] **ESRC** [ ] **NERC** [ ] **Research Impact Scholarship** [ ] **PDS Award** [ ] **School studentship/bursary** [ ] **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.studentsupport.manchester.ac.uk/immigration-and-visas/*](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/)  | [ ] **Yes** [ ] **No** |
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| **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******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.*** ***Once approved, School should contact the Faculty eProg officer to arrange for Notice of Submission to be activated*** |[ ]
| **Change to Thesis Title / Research Project**  |[ ]
| **Change to Supervisory Arrangement** |[ ]
| **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 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 e.g. 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. We recommend that documents containing sensitive personal data are appropriately protected. Information on file encryption at the University can be found on** [**http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/**](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/)
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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** | 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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| **If this student has ever disclosed a condition that may qualify as a disability (please see definition on** [**http://www.dso.manchester.ac.uk/who-do-we-support/current-students/**](http://www.dso.manchester.ac.uk/who-do-we-support/current-students/)**) to you or anyone else in the University, please confirm whether:**  |
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| **Supervisor’s name** |       | **Date** | Click here to enter a 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 and/or an agreed support plan. If the application is rejected by the School, please provide reason(s).**  |
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| **Postgraduate Research Director: Dr Stuart Shields** |       | **Date** | Click here to enter a 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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| **Deputy Associate Dean for PGR** |       | **Date**  | Click here to enter a date. |

**Appendix 1**

**Extension work plan**

For an 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 draft completed** | **Words: final draft completed** |
| 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**

The 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 for work (available from GP)
* Doctor’s note/hospital letter. This should state how the illness/condition is likely to affect the student's ability to work and provide a clear time frame.
* Maternity certificate
* Death 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
* Letter from employer confirming changes to employment (for cases relating to employment -applicable to students on part-time programmes only)

Evidence provided will be treated as confidential. However, if the student does not wish to provide certain documents due to personal reasons, they should state why and provide alternative documents where possible.