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**Faculty of Humanities**

**Alliance Manchester Business School**

**Application for Changes to Postgraduate Research Programme**

This form is issued by Alliance Manchester Business School and should be used to apply to the School and/or Faculty PGR Committee for proposed changes to your Postgraduate Research Programme, as defined in your School PGR Handbook (<https://documents.manchester.ac.uk/display.aspx?DocID=51116> ). Please refer to the School’s guidance on changes to degrees available in the programme handbook prior to completing this form. Additionally, you are advised to consult the 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](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 Doctoral Programmes Administrator. We recommend that the application form and supporting documentation 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 application and they will decide whether the application will be approved, declined 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: PERSONAL DETAILS**  |
| **Surname** |       | **Forename** |       |
| **ID Number** |       | **Programme of study**  | Choose an item. |
| **Discipline/Subject area/Division** |  | **Year of Programme (1, 2, 3, Submission Pending, Post-submission)** | Choose an item. |
| **Are you in receipt of any funding/studentship/scholarship (including Research Council) or do you receive a UK government doctoral loan?** *Please tick all that apply. 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* [*Student Support website*](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/)*.* | [ ] **Yes** [ ] **No** |
| [ ] **AHRC** [ ] **EPSRC** [ ] **ESRC** [ ] **NERC** [ ] **Research Impact Scholarship** [ ] **PDS Award** [ ] **School studentship/bursary** [ ]  **UK Doctoral Loan** [ ] **Other, please state**      |
| **Are you under immigration control in the UK/do you require a visa to study in the UK?***If so, you MUST contact the Student Immigration Team for advice concerning any impact a change to your programme may have on your immigration status. Please refer to the University* [*Immigration and Visas website.*](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/) | [ ] **Yes** [ ] **No** |
|       |
| **Do you have work commitments/employment in addition to your programme?** *If so, please state whether there is any impact of work commitments on your programme of study and vice versa and how the change to programme might have implications on one or both.* *Examples of these include teaching assistant and research assistant commitment at the University of Manchester or elsewhere.* | [ ] **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 appropriate):***Please note that applications may need approval from both the School and Faculty PGR Committees depending on the type of change and the length of interruption/extension applied for. Research Council- funded candidates must consult the guidelines governing the studentship/award. If you have any questions, please contact School administrator in the first instance.*  |
| **Interruption** *For periods of absence are of less than four weeks, you will not be expected to formally interrupt their studies. Interruptions of up to 6 months can be considered by the School. Please note that interruptions during the submission pending period are not permitted.* | [ ]  |
| **Extension to Prescribed Programme***A summary of completed work and a timeline of work still to be completed must be submitted with the application. The template in Appendix 1 may be used to outline the summary and timeline of work. Please note that extensions to programme incur a pro-rata tuition fee.* *Due to the disruption from the COVID-19 pandemic, if you are in receipt of a stipend managed by the University of Manchester, you may be eligible for the stipend during the extension period, if approved. You should submit an application to extend the prescribed programme within 6 months of the programme end date. For further information, please refer to the* [*PGR FAQs*](https://www.staffnet.manchester.ac.uk/coronavirus/faqs/pgr/) *webpage.*  |[ ]
| **Extension to Thesis Submission Deadline***A summary of completed work and a timeline of work still to be completed must be submitted with the applications. The template in Appendix 1 may be used to outline the summary and timeline of 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 the 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 those receiving funding administered/funded by the University of Manchester, please note that funding terminates at the point of thesis submission. PGR receiving funding from external bodies should refer to the guidelines governing the studentship/award.* |[ ]
| **Change to Thesis Title / Research Project**  |[ ]
| **Change to Supervisory Team** |[ ]
| **Permission to Study Away***Please refer to the* [*Official Leave of Absence Procedure for Postgraduate Research Students*](http://documents.manchester.ac.uk/display.aspx?DocID=39958) *for guidance. If approved, the period of study away will not normally be discounted from the programme period in the same way as an interruption.*  | **Please select** |
| **Other permission – please state here**       |[ ]
| **Date change is to be effective from:**  | Click here to enter a date. | **Length of interruption/extension requested:** |  |

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| **SECTION 3: CANDIDATE 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. If the application is made on the grounds of COVID-19 pandemic disruption, please provide full details of its impact on your studies and research. It may not be possible for you to produce supporting evidence so please outline the extent of the disruption below to help us assess the case.**
* **If you are making an application to extend the prescribed programme on the grounds of COVID-19 pandemic disruption, please specify the reason(s) for an extension:**

[ ]  Redeployment to work on COVID-19 related research[ ]  Postponement or delay of critical research activities as a result of COVID-19[ ]  Additional COVID-19 caring responsibilities[ ]  Illness related to COVID-19 including mental health[ ]  Extended lack of supervision/guidance due to COVID-19 related activity* [ ]  Exacerbation of a COVID-19 related impact due to a disability including neurodiversity or any other protected characteristics.
* **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. We recommend that documents containing sensitive personal data are appropriately protected. Information on file encryption at the University can be found on** [**IT Services**](http://www.itservices.manchester.ac.uk/cybersecurity/advice/encryption/file/)**.**
* **Confirmation that your progression milestones are up-to-date or if not, list what they are and the reasons why they are outstanding/overdue**
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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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| **Candidate’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 to include:** * **Information on the candidate’s progress**
* **Confirmation of whether there has been a discussion between the supervisory team and candidate regarding the remaining work**
* **An agreed work plan/timeline for the remaining work (if applicable)**
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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** [ ] **REQUEST FURTHER INFORMATION** |
| **Does this request need Faculty Approval?** [ ] **Yes** [ ] **No** |
| **A statement must be provided below by the Chair of the School PGR Committee. 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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| **Chair of the School PGR Committee** |       | **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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| **Chair of the Faculty PGR Committee** |       | **Date**  | Click here to enter a date. |

**Appendix 1**

**Extension work plan**

For an extension application, 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 what work you have completed with regards to both the research and writing and a timeline indicating what remains to be completed and when you will complete it.

Please use the form below.

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

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|  | **Progress status (eg first draft/final draft)** | **Number of words or other thesis-equivalent components completed** | **Anticipated due date for completion** |
| Data collection (if applicable) |  |  |  |
| Data analysis (if applicable) |  |  |  |
| Introduction |  |  |  |
|  Thesis Chapter 1 |  |  |  |
|  Thesis Chapter 2 |  |  |  |
|  Thesis Chapter 3 |  |  |  |
|  Thesis Chapter 4 |  |  |  |
| Thesis Chapter 5 |  |  |  |
| Thesis Chapter 6 |  |  |  |
| Conclusion |  |  |  |
| (continue if needed) |  |  |  |
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**Appendix 2**

**Supporting documentation**

The candidate must provide evidence to support their application where applicable. They type of documentation will depend on the nature of the circumstances. Examples of supporting documentation 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 candidate 's ability to work and provide a clear time frame.
* Maternity certificate
* 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 candidate’s control
* Letter from employer confirming changes to employment (for cases relating to employment -applicable to candidates on part-time programmes only)

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