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**Humanities Doctoral Academy**

**Application for Changes to Your Postgraduate Research Programme**

This form is issued by the Faculty of Humanities Doctoral Academy and should be used to apply to the School and/or Faculty for proposed changes to your Postgraduate Research Programme, as defined in the School [online PGR Handbook](https://www.humanities.manchester.ac.uk/). You must read the School guidance on changes to your programme before completing this form. Additionally, you are advised to consult the appropriate University [policies/guidelines](http://www.staffnet.manchester.ac.uk/services/rbess/graduate/code/changestodegrees/). 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, must be submitted to [HUMS.doctoralacademy.support@manchester.ac.uk](mailto:HUMS.doctoralacademy.support@manchester.ac.uk). 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 and/or Faculty depending on the application and they will decide whether the application will be approved, declined, the period requested reduced 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 documentation.

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| **SECTION 1: STUDENT DETAILS** | | | | | | | | | | |
| **Surname** |  | | **Forename** | | |  | | | | |
| **ID Number** |  | | | | | | | | | |
| **Programme of study** | **PhD** | | | | **MPhil** | | | | | |
| **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** | | | |
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| **Are you in receipt of any funding/scholarship/studentship (including Research Council) or do you receive a UK government doctoral loan?** *Please tick as appropriate. 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’s* [*Student Support website*](http://www.studentsupport.manchester.ac.uk/finances/tuition-fees/payments/interruptions-and-withdrawals/)*.* | | | | | | | | | **Yes  No** | |
| **AHRC  ESRC  PDS Award  School studentship/bursary  UK Doctoral Loan**  **EPSRC  NERC  Research Impact Scholarship  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. If the proposed change to programme requires new ATAS clearance, the consideration of this application will be subject to you securing appropriate ATAS. It is your responsibility to obtain up-to-date ATAS clearance for your research. Please refer to the University’s* [*Immigration and Visa website*](http://www.studentsupport.manchester.ac.uk/immigration-and-visas/) | | | | | | | | | **Yes  No** | |
| **Do you have work commitments/employment in addition to your programme of study?**  *If so, please state whether the work commitments have any impact 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 commitments 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 the Faculty depending on the type of change and the length of interruption/extension applied for. Research Council funded students must consult the guidelines governing the studentship/award. If you have any questions, please contact*** [***HUMS.doctoralacdemy.support@manchester.ac.uk***](mailto:HUMS.doctoralacdemy.support@manchester.ac.uk) ***in the first instance.*** | | | | | | | | | | |
| **Interruption**  ***For periods of interruptions less than 4 weeks, you will not be formally interrupted. Interruptions of up to 6 months can be considered and granted by the School. If you apply to interrupt for longer than 6 months, the School can only grant a maximum of 6 months in the first instance (providing there is appropriate supporting documentation) and you will have to re-apply for a further interruption at the end of the 6 months. NB: Maternity leave is exempt from the 6-month ruling and up to 12 months will be granted. Please note that interruptions during the submission pending period are not permitted.*** | | | | | | | | | |  |
| **Extension to Prescribed Programme**  ***A summary of work completed to date and a timeline of work still to be completed must be submitted with the application. You must use the template in Appendix 1. Please note that extensions to programme normally incur a pro-rata tuition fee.***  ***A summary of work completed to date and a timeline of work still to be completed must be submitted with the application. You must use the template in Appendix 1.*** | | | | | | | | | |  |
| **Extension to Thesis Submission Deadline or Resubmission Deadline**  ***Please note that extension requests longer than 6 weeks will be reviewed by both the School and the Faculty.***  ***A summary of work completed to date and a timeline of work still to be completed must be submitted with the application. You must use the template in Appendix 1.*** | | | | | | | | | |  |
| **Increased Thesis Word Limit (the word limit is 80,000 for a standard PhD, with no tolerance)**  ***Applications should be made at least 6 weeks prior to the submission deadline. Applications to increase the word limit up to 10% can be considered by the School. Applications for over 10% will be considered by the Faculty, with a statement from the School.*** | | | | | | | | | |  |
| **Programme Change**  ***Please submit a letter of approval from sponsor, if applicable*** | | | | | | | | | |  |
| **Mode of Attendance Change (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. If you receive funding administered/funded by the University of Manchester, please note that funding terminates at the point of thesis submission. If you receive funding from an external body, you should consult the guidelines governing the studentship/award.*** | | | | | | | | | |  |
| **Change to Thesis Title**  **Current title:**  **Proposed new title:** | | | | | | | | | |  |
| **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 refer to the University* [*health and safety*](https://documents.manchester.ac.uk/display.aspx?DocID=15496) *arrangements to make sure you have followed the relevant guidance applicable to your period of study away. Further information can be found on* [*Work off campus*](https://www.healthandsafety.manchester.ac.uk/toolkits/work_off_campus/) *safety toolkit.* | | | | | | | | | | Choose an item |
| **Other Permission – Please state below** | | | | | | | | | |  |
| **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 the interruption, extension, proposed date of mode of attendance change, early submission date, current and new supervisory arrangements etc.** * **Justification for your application.** * **Supporting documentation which justifies the change, e.g. medical notes and/or other documents. For applications made on health grounds, 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 the University** [**website**](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.**   **If you are applying for an interruption or extension, please also justify fully why the requested length of interruption/extension is needed. NB: Your supporting documentation should support the proposed length of time being requested.** | | | |
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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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| **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 student’s progress** * **Confirmation of whether there has been a discussion between the supervisory team and student regarding the remaining work** * **An agreed work plan/timeline for the remaining work (if applicable)** | | | |
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| **Name of Supervisor** |  | **Date** | Click here to enter a date. |

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| **SECTION 5: TO BE COMPLETED BY THE SCHOOL** | | | |
| ***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 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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| **School PGR Director** |  | **Date** | Click here to enter a date. |

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

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| **SECTION 6: TO BE COMPLETED BY THE FACULTY** | | | |
| ***As Chair of the Faculty PGR Committee, I have considered this application and the decision is to:*** | | | |
| **APPROVE  REJECT  REQUEST FURTHER INFORMATION** | | | |
| ***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 regarding your progress on the thesis to date and a work plan for the requested period of extension must be provided. You must indicate how much work you have completed, with regards to both the research and the 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 drafted** | **Anticipated due date for completion** |
| Data collection (if applicable) |  |  |  |
| Data analysis (if applicable) |  |  |  |
| Introduction |  |  |  |
| Chapter 1 |  |  |  |
| Chapter 2 |  |  |  |
| Chapter 3 |  |  |  |
| Chapter 4 |  |  |  |
| Chapter 5 |  |  |  |
| Chapter 6 |  |  |  |
| Conclusion |  |  |  |
| (continue if needed) |  |  |  |
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**Appendix 2**

**Supporting Documentation**

You must provide documentation to support your application where applicable. The 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 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
* Statement/letter from supervisor confirming delays/problems in research that are beyond the control of the student
* Statement/letter from employer confirming changes to employment (for cases relating to employment, this is applicable to students on part-time programmes only).

All supporting documentation will be treated as confidential. However, if you do not wish to provide certain documentation, please state the reason and provide alternative documentation, where possible.