Application for Major Change in Research Area

There may be occasions when there is a major change of research area. This may be due to a change in supervision arrangements or the focus of the research has changed. In these circumstances an Application for major change to research area should be completed. A major change would mean a significant proportion of the current research is not directly relevant to the new topic.

Changes should be made in consultation with the PGR and be approved by the School Director of Graduate Education.

There may be occasions, due to the change of research focus, when the University is unable to continue to provide supervision. For example, due to supervisor capacity or lack of expertise in the relevant discipline. In exceptional circumstances, this may lead to the termination of the PGR’s registration. If this is the case, there will be full consultation and exploration of the options that are available.

If the original research had attracted a bursary, the PGR must explore with the sponsor whether the bursary will still be paid and/or whether the bursary will be extended in line with any additional time provided.

# **Section 1: Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** |  | | |
| **Student number:** |  | | |
| **School:** | Please select from the drop down menu | | |
| **Award:** |  | | |
| **Mode of study:** |  | | |
| **Current study year:** |  | | |
| **Last progression point:** |  | **Date completed**: | Select |
| **Intended submission date:** | Select | | |
| **Title of research programme:** |  | | |

# **Section 2: Supervisory Team**

|  |  |
| --- | --- |
| **Main supervisor:** |  |
| **Co-supervisor 1:** |  |
| **Co-supervisor 2:** |  |

# **Section 3: Summary of Reasons for Change**

|  |  |
| --- | --- |
| **Please provide a summary of the reason for the request:** | |
| *(This box will expand as you type)* | |
| **Do you recommend an extension to the time allowed to complete the degree?**  **If yes, please confirm the additional time that will be required.** | |
| *(This box will expand as you type)* | |
|  | |
|  | |
| **New title of research (if known):** |  |

|  |
| --- |
| **For International Students with a Student Visa:**  **All requests for changes must be made in consultation with the International Office and may require new ATAS clearance.** |

# **Section 4: Agreement of Change (Main Supervisor)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I recommend and approve this change in research area | | | |
|  | I confirm that all members of the supervisory team and the PGR have agreed to the change | | | |
| **Main supervisor signature** | |  | **Date** | Select |

# **Section 5: Agreement of Change (PGR)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I am aware of and agree to this major change in research area | | | |
|  | If additional time is required, I am aware of any additional fee implications | | | |
| **PGR signature** | |  | **Date** | Select |

**Please return the completed form to your School PGR Admin Support Team**

# **Section 6: School Director of Graduate Education Approval**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I approve this change in research area and agree (if appropriate) to an extension of time allowed to complete the degree | | | |
| **If additional time is required, please confirm whether:** | | | | |
| The student should be charged fees  The additional time fees will be covered by the School cost centre Click or tap here to enter text. | | | | |
| **Name of Director of Graduate Education** | |  | | |
| **Director of Graduate Education signature** | |  | **Date** | Select |

# **Section 7: School PGR Admin**

|  |  |
| --- | --- |
|  | If PGR is RCUK funded, discuss with the Graduate School before approving |
|  | PGR informed of outcome, cc Main Supervisor |
|  | Update ASIS RDS ‘Notes’ with details of the change and update the research title if known |
|  | If appropriate forward an SCJ end date extension to Registry |
|  | Update School local records |
|  | Upload a copy of the application and outcome sent to the PGR to Wisdom |