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Application to Change Supervisory Team Arrangements

There may be occasions when changes to the supervisory team are required. This may be due to staff departures or the focus of the research has changed. In these circumstances an application to change supervisory team arrangements should be completed.

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

There may be occasions when a change in supervision results in the University being 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.

# **Section 1: Student Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** |  | | |
| **Student number:** |  | | |
| **School:** | Choose an item. | | |
| **Award:** | Select your degree | | |
| **Mode of study:** |  | | |
| **Current study year:** |  | | |
| **Last progression point:** |  | **Date completed:** | Select |
| **Title of research:** |  | | |

# **Section 2: Supervisory Team Arrangements**

|  |  |
| --- | --- |
| **Current supervision team** | **Proposed supervision team** |
| Main supervisor: | Main supervisor: |
| Co-supervisor 1: | Co-supervisor 1: |
| Co-supervisor 2: | Co-supervisor 2: |
| External supervisor (paid) | External supervisor (paid) |
| External advisor (unpaid) | External advisor (unpaid) |

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

|  |
| --- |
| **Please provide a summary of the reason for the request** |
| *(This box will expand as you type)* |
| **Will the change in supervisory arrangements result in a change in the research area? If yes, consider whether the PGR will require more time to complete the work. If the change is major, please complete an application for major change in research area** |
| *(This box will expand as you type)* |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I recommend this change in supervisory arrangements, and confirm that the supervisory team satisfies the requirements of the University’s Regulations for Awards as shown in [**Appendix 1.**](#_APPENDIX_1) | | | |
|  | I confirm that the International Office has been consulted about this change and the necessary visa processes have been advised (if appropriate) | | | |
|  | I confirm that all members of the supervisory team, past and present, have agreed to the change | | | |
|  | I confirm that my line manager is aware of this change (only required where new Main Supervisor is being appointed) | | | |
| **Main**  **supervisor signature\*** | |  | **Date** | Select |

\*In the case of a change to the Main Supervisor, this should be signed by the new Main Supervisor.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | I am aware of and agree to this change in supervisory arrangements | | | |
| **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 supervisory arrangements, which has been agreed by the supervisors and the PGR. I confirm that the supervisory team satisfies the requirements of the University’s Regulations for Research Awards as outlined in [**Appendix 1.**](#_APPENDIX_1) | | | |
| **Name of Director of Graduate Education** | |  | | |
| **Director of Graduate Education signature** | |  | **Date** | Select |

# **Section 7: To be Completed by School PGR Admin**

|  |  |
| --- | --- |
|  | If PGR is RCUK funded, discuss with the Graduate School before approving |
|  | PGR informed of outcome, cc Main Supervisor |
|  | Update ASIS with new supervision details on RDX |
|  | Update School local records |
|  | Upload a copy of the application and outcome sent to the PGR to Wisdom |

# **APPENDIX 1**

The following criteria has been taken as extract from the Regulations for Awards (Research Degrees: A3 Supervision).

**The main supervisor:**

* Must hold a qualification at least equivalent in level to the award being supervised.
* Will be publishing high-quality, internationally recognised research outputs to ensure that the direction and monitoring of the candidate’s progress is informed by up-to-date subject knowledge and research developments.
* Must be a permanent full or part-time employee of the University, or an employee of the University who is on a fixed term contract of duration in excess of the standard registration period for the research degree in question.
* Will have completed the requisite new (or refresher) University of Huddersfield supervisor training.
* Will undertake supervisor training before commencing any new supervision duties and will need to refresh this training every three years.
* If the main supervisor retires or becomes an honorary member of staff during the period of a student’s Doctoral degree, they can continue to undertake a supervisory role as co-supervisor, but a new main supervisor must be appointed.

The following may not act as main supervisor but may be appointed as a member of the supervisory team:

* + Non-permanent members of staff.
* Visiting professors, visiting fellows.
* Retired members of University staff.
* A member of staff acting for the first time as a supervisor.

**Co-supervisors:**

* Must hold a qualification at least equivalent in level to the award being supervised.
* May be new to supervision.
* Will have completed the requisite new (or refresher) UOH supervisor training.
* Will undertake supervisor training before commencing any new supervision duties and will need to refresh this training every three years.
* Do not need to have supervised a PhD to completion.

**Associate supervisors:**

* Are not members of University of Huddersfield staff, nor employed at a Collaborating Establishment.
* May be proposed to contribute some specialised knowledge or to provide a link with an external organisation.