**Application for a change
in supervision arrangements – UK Campus**

An application for a change in a student’s supervision arrangement should be submitted to Registry and Academic Affairs team **from your University email address**:

For the Faculty of Arts please email ss-pgr-arts@nottingham.ac.uk

For the Faculty of Engineering please email ss-pgr-engineering@nottingham.ac.uk

For the Faculty of Medicine and Health Sciences please email ss-pgr-mhs@nottingham.ac.uk

For the Faculty of Science please email ss-pgr-science@nottingham.ac.uk

For the Faculty of Social Science please email ss-pgr-socsci@nottingham.ac.uk

**SECTION A: CHANGE OF SUPERVISION GUIDANCE**

* Each student will be allocated a supervisory team containing at least two supervisors.
* If a supervisor is unable to continue with the supervision, the postgraduate student is entitled to have a new supervisor allocated. The new supervisor must be a suitable for the task assigned promptly, either on a temporary or permanent basis, to ensure that they are not subject to undue periods of unsupervised study. It is Head of School’s responsibility to ensure that students are provided with continuous supervision.
* Students and supervisors will also have the opportunity to request a change to the supervision arrangements in the event of insuperable difficulties arising from that relationship.
* Where a student is funded on a studentship awarded to a particular supervisor or on a specific research grant, it may not always be possible to change the supervisor.
* Change to the arrangements for a student's supervision (both temporary and permanent) should be communicated to Registry and Academic Affairs by submitting this form.
* On rare occasions, it may not be possible to make replacement supervision arrangements, and as a consequence the student may have to withdraw from their course.
* Please see [Quality Manual](https://www.nottingham.ac.uk/qualitymanual/research-degree-progs/pgr-change-of-supervisor.aspx) for more information.

**By signing this form, all parties confirm that they have read and understood all the points above and they have discussed and accepted the changes to supervisory arrangements in the context of student’s research project.**

 **SECTION B: GENERAL INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: |  |  | Surname: |  |
|  |  |  |  |  |
| Student ID: |  |  | Mode of Study: | Choose an item. |
|  |  |  |  |  |
| Faculty: | Choose an item. |  | School or Department |  |

|  |  |
| --- | --- |
| What is your current course/qualification aim? e.g. PhD, MRes, MPhil |  |

|  |  |
| --- | --- |
| What is the title of your project? (may be preliminary)  |  |

**SECTION C: SUPERVISORY DETAILS**

**Please complete details of current and new supervisory team in the tables below.**

|  |  |  |  |
| --- | --- | --- | --- |
| List current supervisors’ full names | Check if Lead Supervisor | Check if to be replaced | Check if continues in supervisory team |
|  |[ ] [ ] [ ]
|  |[ ] [ ] [ ]
|  |[ ] [ ] [ ]
|  |[ ] [ ] [ ]
|  |  |
| List **ALL** supervisors in new arrangement | Check if Lead Supervisor | Indicate supervision allocation in % | Provide Supervisor’s School/ Department |
|  |[ ]   |  |
|  |[ ]   |  |
|  |[ ]   |  |
|  |[ ]   |  |
|  |  | 100 % |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| StudentSignature: |  |  | Date: | Click or tap to enter a date. |

**SECTION D: ACADEMIC APPROVAL**

**A discussion has been held with the student about their research project and by signing below, all parties accept the basis of the supervisory arrangements that have been made. Please sign or print your name or provide email confirmation in lieu of signature.**

|  |  |  |
| --- | --- | --- |
| Print Names (new supervisory team) | (e-)Signatures | Dates |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |

**I approve of these supervision arrangements on behalf of the School and confirm that the facilities are currently available for this research to be undertaken within the required timescale.**

|  |  |  |
| --- | --- | --- |
| Print Name (Head of School): | (e-)signature | Date |
|  |  | Click or tap to enter a date. |

**Your request will be processed, and you will be informed of the outcome by email from Registry and Academic Affairs to your University email address.**