CHANGE OF SUPERVISOR FORM FOR POSTGRADUATE RESEARCH STUDENTS

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: THE STUDENT [to be completed by the Head of Department or equivalent]

|  |  |
| --- | --- |
| Student’s Full Name: | Student’s ID No: |
| Student’s Current Thesis Title: | |

# B: THE STUDENT’S EXISTING SUPERVISORY TEAM [to be completed by the Head of Department or equivalent]

|  |  |  |
| --- | --- | --- |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |

# C: THE STUDENT’S PROPOSED SUPERVISORY TEAM [to be completed by the Head of Department or equivalent]

|  |  |  |
| --- | --- | --- |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |
| Name: | Role: | Percentage: |

# D: RATIONALE FOR THE CHANGE [to be completed, signed & dated by the Head of Department or equivalent]

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|  |

**E: OUTCOME OF THE REQUEST**

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| Approval of Chair of Research Degrees Sub-Committee  Signature: Date: |
| Confirmation by Student Administration that the student database has been amended, and the Student and Supervisors notified.  Signature: Date: |

**GUIDANCE NOTES**

* The University’s regulations explicitly refer to each student being provided with a suitable *Supervisory Team*. Therefore, in order to facilitate consideration of the suitability of the proposed Team, the form requires the full team to be identified, not merely the staff whose roles would change. This means, for example, that staff whose roles remain constant would be listed in both Sections B and C.
* A minimum supervisory team at Hope will be either option A or B below:
  + **Option A**
    1. Director of Studies (who is an Approved Supervisor and has subject specific or methodological expertise)
    2. Approved Research Supervisor
    - Optional Research Adviser
    - Optional External Adviser
  + **Option B**

1. Director of Studies (who is an Approved Supervisor and has no subject specific or methodological expertise)
2. Approved Research Supervisor
3. Approved Research Supervisor

* Optional Research Adviser
  + - Optional External Adviser
* If any Supervisor/Adviser is to be responsible for only a specific aspect of the thesis, this should be indicated in the Rationale.
* It is essential to indicate the % of the supervisory load to be undertaken by each Supervisor, not just to demonstrate that each student will have 100% of the expected supervisory support, but also to ensure that funding is appropriately allocated across departments. Normally, the % weighting of Supervisors should add up to 100, unless there is an External Adviser for whom a weighting is appropriate; Research Advisers provide additional support, and so should normally not be given a % weighting.
* Section E may be brief, but should indicate why the proposed new team is appropriate.
* The Head of Department or equivalent should complete Sections A-D of the form and email it, with any attachments, to [registrarsoffice@hope.ac.uk](mailto:researchdegrees@hope.ac.uk) , cc the relevant Faculty Research Administration ([educationresearch@hope.ac.uk](mailto:educationresearch@hope.ac.uk), [scienceresearch@hope.ac.uk](mailto:scienceresearch@hope.ac.uk) or [aandhrrsearch@hope.ac.uk](mailto:aandhrrsearch@hope.ac.uk))
* After checking that the form has been fully completed, the Registrar or Nominee will forward the form to Chair of Research Degrees Sub-Committee, who should email the authorised version of the form to [registrarsoffice@hope.ac.uk](mailto:registrarsoffice@hope.ac.uk), following which Student Administration will be responsible for amending the SITS records and communicating the outcome to the student and the relevant Faculty Research Administration.