|  |  |
| --- | --- |
| **PLEASE NOTE** | * ***This form must be typed. Handwritten forms will not be accepted.***
* ***Double clicking on the check boxes enables you to change them from not-checked to checked***
* ***Supervisory changes should be discussed with the Associate Dean (Postgraduate)***
* ***The ‘supervised to completion’ tick box applies to the supervisor having supervised a doctoral student to completion if in a doctorate and masters if the student is in a masters programme.***
 |
|  |
| **Student ID No** |  | **Name** |  |
| **Faculty** | Choose a Faculty | **School/Department** |  |
| **Programme** |  |  |
| **Research Title** |  |
| **Has a Supervision Agreement been completed?** | **Yes** [ ]  |  **No** [ ]  | **Date** |  |
|  |
| current supervisory team (names) |
|  |
| **Primary Supervisor** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Secondary Supervisor** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Additional Supervisor/Advisor****(delete as applicable)** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Mentor Supervisor****(delete as applicable)** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
|  |  |
| changes/new appointments to supervisory team (names) |
|  |
| **Primary Supervisor** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Secondary Supervisor** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Additional Supervisor/Advisor****(delete as applicable)** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Mentor Supervisor****(delete as applicable)** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
|  |
| Details of external supervisor |
|  |
| **External Supervisor** |  | **Supervised to Completion** | **Yes** [ ]  |  **No** [ ]  |
| **Contact Email Address** |  | **An approval email has been received from line manager?** | **Yes** [ ]  |
| **Signature** |  | **Date** |  |
|  |
| mentor supervisor |
|  |
| **Where a supervisor has not supervised to completion a mentor should normally be appointed. The following supervisor will act as mentor for this supervisory team.** |
| **Name** |  |
| **Signature** |  | **Date** |  |
|  |
| reason for change |
|  |
|  |
|  |
|  |
| SCHOOL AND FACULTY APPROVALS (SIGNATURES – new superviSory Team) |
|  |
| **Primary Supervisor** |  | **Date** |  |
| **Secondary Supervisor** |  | **Date** |  |
| **Third / Mentor Or Advisor** |  | **Date** |  |
| **Student** |  | **Date** |  |
| **Head of School (Primary Supervisor)** |  | **Date** |  |
| **Head of School of Secondary Supervisor** (when supervisor is located in a different department/ school/faculty) |  | **Date** |  |
| **Associate Dean Postgraduate** |  | **Faculty Approval Date**  |  |
| **Dean GRS** |  | **Date** |  |