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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | | | | | | | | | | | | | | | |
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| 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** | |  | | | | |