**PGR SUPERVISOR: CHANGE IN SUPERVISION FORM**

**(In cases where there is mutual agreement between the student and supervisory team)**

Further guidance on completing this form is available online: [http://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms](https://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms/).

This form is designed to record the approval of any changes to a research degree student’s supervisory team. The Lead Supervisor should complete the form on behalf of the supervisory team and the student, on the condition that all parties have been consulted about the proposed change before completion of this form. Once the change in supervision is confirmed, the student should update their Personal Development & Learning Plan (PDLP) in accordance.

Situations which could lead to requesting a change in supervision via this form include:

* The departure of a member of the supervisory team from the University;
* The departure of a Co-supervisor from an organisation linked to the student’s research project;
* The long-term illness and/or sabbatical of a member of the supervisory team;
* The start of a personal or romantic relationship between a member of the supervisory team and the student (see the University’s [Personal Relationships at Work Policy](https://www.keele.ac.uk/media/keeleuniversity/policyzone/hr/2.%20Final%20Personal%20Relationships%20at%20Work.pdf)).

Supervisors should **not** use this form to request a change of supervision arrangements for their student on the basis of difficulties in the student-supervisor relationship. Supervisors should instead raise these concerns and suggest their proposed solution in the [PGR Supervisor: Supervision Concern Review Form](https://www.keele.ac.uk/research/currentpgrstudents/pgrguidanceandforms/).

In line with the [Code of Practice on Postgraduate Research Degrees](https://www.keele.ac.uk/research/currentpgrstudents/pgrcodeofpractice/) (Section 7.8), the PG/PGR Director must ensure that, for any request to change supervision, the request is:

* By the mutual agreement of the student and the University;
* Compliant with the requirements of any sponsors;
* Compliant with University equality and diversity policies.

**To be completed by the Lead Supervisor:**

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| **Section A: Student Details** | | | |
| Name of student: |  | Student No. |  |
| Research Home: | FMHS / HUMSS / NATSCI | | |
| Lead supervisor: |  | | |
| Degree registered for: |  | MoA: | FT / PT |
| Start date: |  | End date: |  |

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| **Section B: Scholarship and Funding** | |
| What is your student’s source of financial support for their registration period?  *Please note that a request to change* ***Lead Supervisor*** *must be consistent with the requirements of any sponsors. Your student must update their sponsor if there is any change to their supervision arrangements.* |  |

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| **Section C: Grounds for Change in Supervisory Team** |
| Please use the box below to summarise the grounds for requesting the change in supervision. |
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| **Section D: Details of New Supervisor** | |
| Name of new Lead Supervisor or Co-supervisor: |  |
| Faculty/External Organisation |  |
| Current position: |  |
| Please outline the case for allocating this member of staff to the student’s supervisory team: | |

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| **Section E: Student and Head of School Approval:** | | | |
| The student agrees to the change in supervision: YES / NO  The Head of School agrees to the change in supervision: YES / NO | | | |
| Student’s Signature: |  | Date: |  |
| Head of School’s Signature: |  | Date: |  |

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| **Section f: Faculty Postgraduate Research Committee Approval** | |
| The Faculty Postgraduate Research Committee has approved the change in supervision: YES / NO | |
| PGR Director’s Signature: |  |
| Print Name: |  |

The fully completed form should be submitted to the PGR Administrator of the Faculty Research Office. After approval from the Faculty Postgraduate Research Committee, it will then be referred to the PGR Student Records and Examinations Officer (email to: [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk)) for action.