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**HIGHER DEGREES COMMITTEE**

**Form RDC 4**

***APPLICATION FOR CHANGE IN APPROVED ARRANGEMENTS FOR SUPERVISION***

**(This form should be completed electronically and signed. Emails from the signators confirming their approval**

**will be accepted if a signature or electronic signature is not possible. )**

**Section 1. Student Information** (To be completed by the student and the Director of Studies)

|  |  |
| --- | --- |
| **Name** |  |
| **Matriculation Number** |  |
| **School** |  |
| **Mode of Attendance** | **Part-time Full-time**  **Delete as Applicable** |
| **Title of research programme** |  |

**Section 2. Registration** (To be completed by the student and the Director of Studies)

|  |  |
| --- | --- |
| **Registered for** | **MPhil MPhil/PhD PhD ProfD**  **Delete as Applicable** |
| **Matriculation Date** |  |
| **Confirmation of progression to**  **PhD approved** |  |

**Section 3. Arrangements for Supervision at Present Approved** (To be completed by the Director of Studies)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Present Supervisory Team** | **Title and Name** | **Currently supervising candidates:**  **PhD MPhil** | | **\*Previously supervised candidates:**  **PhD MPhil** | |
| **Director of Studies** |  |  |  |  |  |
| **2nd Supervisor** |  |  |  |  |  |
| **3rd Supervisor** |  |  |  |  |  |
| **Advisor (Internal/External)** |  | **N/A** | | **N/A** | |

**\*i.e. successfully completed supervisions**

**Section 4. Change(s) Proposed** (Supervisor names, qualifications, designation and post held – to be completed by the Director of Studies)

**New Supervisors with no completions** must attend the series of four half-day workshops entitled ***How to be an Effective Supervisor*** prior to submission of this form. If this is not feasible, then supervisors need to attend the workshops **within 6 months of submission of the form**.

**Experienced supervisors** **(1 or more completions)** must attend a minimum of **1 refresher training session every 2 years**. Experienced supervisors can attend **any** **refresher workshop session** from the supervisor training courses listed on the Graduate School website: [www.gcu.ac.uk/workshops/supervisors/](http://www.gcu.ac.uk/workshops/supervisors/)

**A single page CV for each proposed additional and/or replacement supervisor must accompany this form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposed Supervisory Team** | **Title, Name and Qualifications** | **Post Held** | **Currently supervising**  **candidates:**  **PhD MPhil** | | **\*Previously supervised candidates:**  **PhD MPhil** | |
| **Director of Studies** |  |  |  |  |  |  |
| **2nd Supervisor** |  |  |  |  |  |  |
| **3rd Supervisor** |  |  |  |  |  |  |
| **Advisor**  **(Internal/External)** |  |  | **N/A** | | **N/A** | |

**\*i.e. successfully completed supervisions**

|  |  |
| --- | --- |
| **Details of experienced supervisor(s) who will act as Mentor(s) for any new supervisors on the team** | |
| **New supervisor(s)** | **Mentor(s)** |

**Section 5. Reasons for Change** (To be completed by the Director of Studies)

|  |  |  |  |
| --- | --- | --- | --- |
| **Reasons for Change Request** |  | | |
| **Supported by Director of Studies** |  | **Date** |  |

**Section 6. Support by Postgraduate Research Tutor / Associate Dean of Research**

I certify that facilities will continue to be available for the above candidate within the Department.

|  |  |  |  |
| --- | --- | --- | --- |
| **Supported by PGRT**  **or**  **Supported by ADR** |  | **Date** |  |
|  |