

CHANGE OF SUPERVISOR(S)

Every doctoral student will be assigned to a supervisory team by the Board of Studies (Doctoral), and any change to the supervisory arrangements is also subject to approval by the Board where, in addition to academic considerations, any funder, VISA or ATAS implications of the proposed change can be assessed.

When an original supervisor leaves the employ of the University or is on leave of absence or study leave, the Board of Studies (Doctoral) will appoint a replacement supervisor from nominees put forward by the Director of Studies.

The doctoral student should be consulted about the proposed changes to their supervisory arrangements, and any student holding an Academic Technology Approval Scheme (ATAS) certificate should contact Student Immigration Services (SIS) – as a change in lead supervisor may affect their certification status.

The new supervisory team must still include:

- at least one member who is currently engaged in research in the relevant discipline(s),
- at least one member who has experience of supervising doctoral students to completion, and
- at least one member of university academic staff who holds a doctorate.

Appointment criteria for the lead supervisor role are set out in Regulation 16, along with further specifications for the composition of the team, and specific considerations for professional doctorate or externally based students.

Use this form to record the proposed change(s) to the supervisory team and email it to the Doctoral College. You will be contacted once the Board of Studies (Doctoral) have made their decision.

1. General details of the student's current registration

Surname	Student number
Full forenames	Main funding source
Department/School	Degree currently registered for (e.g. MPhil, PhD)
Visa holder? (please circle) Y N ATAS course? (please circle) Y N	
Note to Doctoral College administrators: If yes to both, and the change is to the <u>lead</u> supervisor, then this form must receive sign-off from the Student Immigration Service before it can be processed on SAMIS.	
Current mode of study (please tick the appropriate box(es)) <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Industrially/ Externally based <input type="checkbox"/> Staff A <input type="checkbox"/> Staff B	
Current supervisors (please indicate who is currently lead supervisor)	
Thesis/Portfolio title agreed at Candidature (or following a change of thesis title request)	
Start date of registration	End date of registration

2. Specific details relating to this request (tick all that apply)

Nature of change	Name(s)	Reason for change	Effective date of change	% of supervisory load
<input type="checkbox"/> Termination of supervisory responsibility				
<input type="checkbox"/> Appointment of replacement supervisor(s)				
<input type="checkbox"/> Appointment of additional supervisor(s)				
<input type="checkbox"/> Change of roles within existing team				

Signed **Date**.....
Lead Supervisor
 (Once the changes are approved, the lead supervisor will then be responsible for ensuring that the newly formed supervisory team discuss and agree their respective roles within the team)

Signed **Date**.....
Student
 (To indicate that consultation on the proposed change to the supervisory arrangements has taken place)

Signed **Date**.....
New supervisor

Signed **Date**.....
Director of Studies
 (To indicate that the new supervisory appointment meets the requirements set out in Regulation 16)

For Office Use:
 Where the student holds a visa and an ATAS certificate, approval must be sought from the Student Immigration Service (SIS) before an approved request to change the lead supervisor can be processed in SAMIS. Following the Board of Studies (Doctoral) meeting, the programmes officer will email this form to studentimmigrationservice@bath.ac.uk for this section to be completed. SIS will then return the form to the Doctoral College and add comments to the SAMIS notes section. The Doctoral College will then process the change within SAMIS.

Based on the information provided and current student immigration rules, does the student’s immigration status permit the proposed change of supervisor? Y / N
 Date student presented proof of application for an ATAS Certificate: ___ - ___ - ___
 SIS print name:
 SIS signature:
 SIS date: