**Change to Supervisory Team form**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Programme name: |  |
| Academic Unit: |  |

**Instructions**

Please complete this form if the supervisory team information is incorrect or has changed but the primary supervisor is still the same. This form can also be used to nominate a temporary co-ordinating supervisor where the main supervisor is temporarily absent. Once you have completed this form, please return it to the Graduate School Office.

**Please note:**

According to the University’s Code of Practice (<http://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/CodeofPracticeResearchCandidatureandSupervisionFinal.pdf>), “*The supervisory team shall consist of* ***at least two supervisors****, one of whom will be the 'main supervisor'. The supervisory team shall also include a named 'co-ordinating supervisor', who will normally also undertake the role of 'main supervisor' and should be* ***a permanent academic member of University of Southampton staff***.”

**Faculty rules of the supervisory team:**

If you are in a relationship and wish to form a supervisory team together, or if there are any conflicts of interest within your proposed supervisory team, you should communicate this to the student, and ensure that another supervisor or advisor (as applicable in your faculty) is nominated to join the supervisory team.

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Please state the reason for the change to the supervisory team:

Please state the date from which this change is effective:

**New Supervisory Team (**Loading MUST total up to 100%)

|  |  |
| --- | --- |
| Main supervisor name: |  |
| Loading (%): |  |
|  |  |
| Second supervisor name: |  |
| Loading (%): |  |
|  |  |
| Third supervisor name: |  |
| Loading (%): |  |
|  |  |
| Fourth supervisor name: |  |
| Loading (%): |  |
|  |  |
| Fifth supervisor name: |  |
| Loading (%): |  |
|  |  |
| Advisor (if applicable) name: |  |

**Co-ordinating Supervisor**

The main supervisor will usually also be the co-ordinating supervisor and be responsible for ensuring that administrative process are carried out in a timely manner. **In** **exceptional circumstances, where the main supervisor is unable to take on this role** (usually when the main supervisor is not a University of Southampton staff member / has not supervised a student to completion), another member of the supervisory team can be nominated as the co-ordinating supervisor. The co-ordinating supervisor must be a permanent academic member of staff at the University of Southampton.

Is the main supervisor also the co-ordinating supervisor? **YES/NO**

(please delete as appropriate)

(The main supervisor will usually act as the co-ordinating supervisor and only one supervisor can act as co-ordinating.)

Co-ordinating Supervisor name(if main supervisor is not the co-ordinating supervisor):

Please note that a supervisor on a visitor or honorary contract is external to the University of Southampton and cannot be a co-ordinating supervisor.

Please state the reason why the main supervisor is not acting as the co-ordinating supervisor (if applicable):

Please refer to the Code of Practice for information on the supervisory team roles: <http://www.calendar.soton.ac.uk/sectionV/code-practice.html>

**External Supervisor**

An external supervisor is not allocated a loading and does not have UoS ID, but is used to indicate external involvement e.g. from industry. To be allocated a loading, a supervisor must be registered as a UoS staff visitor. If the supervisor is to be allocated a loading and has a UoS ID then you must add them in the Supervisory Team details section above. If the visiting staff contract is in process (awaiting UoS ID), please add their details below.

Information regarding visiting academics can be found at [www.southampton.ac.uk/hr/services/visitors/index.page](http://www.southampton.ac.uk/hr/services/visitors/index.page). If you require further guidance please contact the Graduate School Office.

Supervisor name (for supervisors awaiting UoS ID):

Loading (%):

External Supervisor(s) name and affiliation - for paper records only(this person has no loading allocated):

**Other Optional Additions:**

In addition to the main supervisory team as described above, a student may also be allocated one or more of the following roles: Independent Mentor, Independent Assessor and Independent Reviewer. This is not a requirement. Full definitions of these roles can be found at: <https://www.southampton.ac.uk/assets/sharepoint/intranet/calendar/publicdocuments/Definition%20of%20Terms.pdf>

An Independent Mentor can be assigned within this form. Independent Assessors and Independent Reviewers are not assigned at this stage but may be assigned later on.

**Independent Mentor**

An Independent Mentor is a person outside of the supervisory team who provides support to a PGR student. This may include pastoral support, guidance on training and development or careers advice. Independent mentors may be appointed by the Faculty Graduate School Directorate or may be sought out by the student or supervisor. A person acting as an independent mentor cannot be part of the assessors/examiners teams for any of the progression milestones for the student they are mentoring.

If you wish to nominate an Independent Mentor at this stage, please state their name below.

**Independent Mentor(s) name:**

**I confirm the information in this form is correct.**

|  |  |
| --- | --- |
| Doctoral Programme Director name: |  |
| Signature (print name is acceptable): |  |
| Date: |  |

**Please return the completed form to the Graduate School Office.**

**Directorate approval**

**Instructions**

Please approve the nominated supervisory team for this student. If there are any issues with the supervisory team, please contact the relevant Doctoral Programme Director/supervisor.

**Confirming Supervisor Suitability**

The University Code of Practice states the following:

*“At least one member of the supervisory team must have prior experience of supervision which has resulted in a successful doctorate. For new supervisors, experience should be gained through working closely with an experienced supervisor and may include a recognised mentorship arrangement. It is the responsibility of the PGR Programme Director, or the 'experienced' member of the supervisory team, to confirm in writing that sufficient experience has been gained. Supervisors must be active researchers in the appropriate discipline, and should normally themselves have a PhD or equivalent substantial research experience, experience of publication, and expertise in the area of the student's research. Staff in formal candidature for a higher degree should not be appointed as a main supervisor.”*

<http://www.calendar.soton.ac.uk/sectionV/code-practice.html>

We therefore ask you to confirm that at least one member of the supervisory team is an active researcher who has supervised a Doctoral student through to successful completion and that any new supervisors will undertake the “supervising research students” course bookable through staff book.

**I approve the nominated supervisory team for this student.**

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Date: |  |

**Please return the signed form to the Graduate School Office.**