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| **Ref: CST FORM (Feb 2025)** |
| **FOR OFFICE USE ONLY** | **Student Number:** Click or tap here to enter student number. |
| Received by: Click or tap here to enter text. | **Input on SITS:** Click or tap to enter a date. |
| Date: Click or tap to enter a date. |  |



**

# Application for Change to Supervisory Team (CST)

**THIS FORM IS TO BE COMPLETED BY THE DIRECTOR OF STUDIES *(or internal supervisor if the Director of Studies is external to the Institution)*.**

*Exceptionally a change may be requested by a student, in which case the situation must be discussed with the relevant postgraduate tutor. In all cases full reasons for the proposed change must be given, and the student and the DoS must normally sign to confirm that all parties have been consulted. Approval for the change must be made by the Chair of the appropriate Faculty Research Committee or Faculty PGR Tutor.*

**NOTE:** Please complete this form using **MS Word desktop app**. If you are having issues with this form, then please email rdss@wlv.ac.uk for support.

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| **1. THE CANDIDATE** |

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| --- | --- |
| **Title:** | Choose your title. |
| **Family Name:** | Click or tap here to enter family name. |
| **First / Given Name(s)** | Click or tap here to enter first / given name(s). |
| **Faculty Research Committee** | Click or tap here to enter Faculty Research Committee name. |
| **Title of research programme:** | Click or tap here to enter title of research programme. |

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| **2. REGISTRATION** |

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| **Registered for:** | Choose degree type. |
| **Registration start date:** | Click or tap to enter a date. |

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| **3. MODE OF STUDY** |

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| **Mode of study approved at Registration:** | Choose Mode of study. |
| **Progression Stage approved:** | Choose Yes or No. |

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| **4. SUPERVISORY ARRANGEMENTS CURRENTLY APPROVED** |

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| **Director of Studies (DoS):** | Click or tap here to enter Director of Studies name. |
| **Second Supervisor(s):** | Click or tap here to enter Second Supervisor name(s). |

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| **5. SUPERVISION ARRANGEMENTS PROPOSED** |

*(Where a supervisor has not previously acted in this capacity for the University, brief C.V. details should be given).*

***Please note that a candidate for a research degree (whether registered at the University of Wolverhampton or elsewhere) is ineligible to act as a member of the supervisory team for another research degree candidate.***

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| **Change effective from (date):** | Click or tap to enter a date. |
| **Reason for change:** | Click or tap here to enter reason for change |
| **Brief outline of steps taken to mitigate any disruption to the student’s progress with this change:** | Click or tap here to enter comments here. |

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| **5.1 DIRECTOR OF STUDIES** |

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| --- | --- |
| **Name:** | Click or tap here to enter name. |
| **Post Held:** | Click or tap here to enter post held. |
| **Place of Work:** | Click or tap here to enter place of work. |
| **Qualifications:** | Click or tap here to enter qualifications. |
| **Number of current Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of successfully completed Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of other Research-based Higher Degrees (please specify)** | Click or tap here to enter notes. |
| **Attending/Completed Research Supervisor Development Programme (RSDP) at the UoW?** | Choose Yes or No. |

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| **5.2 SECOND SUPERVISOR (1)** |

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| --- | --- |
| **Name:** | Click or tap here to enter name. |
| **Post Held:** | Click or tap here to enter post held. |
| **Place of Work:** | Click or tap here to enter place of work. |
| **Qualifications:** | Click or tap here to enter qualifications. |
| **Number of current Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of successfully completed Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of other Research-based Higher Degrees (please specify)** | Click or tap here to enter notes. |
| **Attending/Completed Research Supervisor Development Programme (RSDP) at the UoW?** | Choose Yes or No. |

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| **5.3 SECOND SUPERVISOR (2)** |

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| **Name:** | Click or tap here to enter name. |
| **Post Held:** | Click or tap here to enter post held. |
| **Place of Work:** | Click or tap here to enter place of work. |
| **Qualifications:** | Click or tap here to enter qualifications. |
| **Number of current Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of successfully completed Research Degree Supervisions** | **MPhil** Click or tap here to enter number. | **PhD** Click or tap here to enter number. |
| **Number of other Research-based Higher Degrees (please specify)** | Click or tap here to enter notes. |
| **Attending/Completed Research Supervisor Development Programme (RSDP) at the UoW?** | Choose Yes or No. |

**Brief statement of the role of each member of the supervision team, including their research work and experience:**

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| Click or tap here to enter notes. |

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| **5. CANDIDATE SIGNATURE** |

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| --- | --- |
| *Candidate* | *Date* |
| *Image:**Text:* Click or tap here to type your name. | Click or tap to enter a date. |

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| **6. DIRECTOR OF STUDIES OR NOMINEE** |

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| *Director of Studies or internal supervisor* | *Date* |
| *Image:**Text:* Click or tap here to type your name. | Click or tap to enter a date. |

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| **7. DECISION OF FRC or PGR Tutor:** |

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| Change to supervisory team: |
| Please select an outcome:Choose an outcome. |
| *Signature of the chair of the FRC or PGR Tutor* | *Date* |
| *Image:**Text:* Click or tap here to type your name. | Click or tap to enter a date. |