

Amendments to the supervisory team

Scenario 1: Supervisor is on sabbatical / away on fieldwork

- In this scenario, no change to the supervisory team is required: principal or second supervisors continue to have responsibility for supervision throughout any period of sabbatical.
- Where they may be unable to continue to act as principal or second supervisor (e.g. for reasons of overseas research fieldwork), they will be responsible for working with the School Director of PGR Education to make alternative arrangements as necessary. The Doctoral School should be informed of any updates.

Scenario 2: The principal supervisor is due to leave the University or will be unable to supervise the student for a protracted period (e.g. period of maternity leave)

- A meeting should be held beforehand to agree future supervision arrangements. This meeting should be arranged by the principal supervisor, or the School Director of PGR Education, and should include the student, the principal supervisor, the second supervisor/advisor, the School Director of PGR Education and any staff who it is proposed will be involved in the future supervision arrangements.
- A principal supervisor who leaves the employment of the University may continue to be involved as the student's second supervisor, provided the School appoints, at the earliest opportunity, an appropriately qualified replacement principal supervisor who is a member of the University's academic staff and will take responsibility for ensuring that the student is supervised and supported in line with the requirements of the University's Research Degree Regulations and the Code of Practice. In such cases, the student will also still have an additional supervisor and / or advisor.
- Should both the principal and second supervisor leave the University's employment within a short period of each other, and alternative supervision arrangements cannot be made from within University, then the Head of School may agree to an [external appointment](#).
- The Doctoral School should be informed as soon as possible of these new supervision arrangements so that the student's record can be updated accordingly.

Scenario 3: Change of supervisor requested by student or supervisor

If, for any reason, the student or the principal supervisor believes that a change of supervisor is necessary:

- This must be agreed by all parties (i.e. student, previous supervisor, new supervisor) and the School Director of PGR Education.
- A written record of the agreed arrangements, with the student's written consent, must be circulated to all those involved and forwarded to the Doctoral School.