Application for change in supervision arrangements

Scope
All full and part-time research students, including those registered on a validated research degree programme, academic staff with a responsibility for the supervision of research students and administrative staff who have a role in supporting academic staff in managing research degree provision.

Senate Regulations:
Regulation 24 – Doctoral Programmes
Regulation 23 – Masters Degree by Research

Date approved/re-approved
APPSC 22 April 2009, minor updates Education Committee 15 June 2012

Date for review
To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Graduate School Committee, as required.

To be read in conjunction with Section 9 of the University’s Quality Manual and in particular, the policy on the Approval of Research Supervisors.

Equality and Diversity statement

City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture, under its Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

Where relevant to the policy, decision-making panels will ensure a reasonable gender balance (with at least one man and one woman) and will actively consider representation of other protected groups.
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The following statements are intended to provide further clarity on the policies and processes that assure the quality and enhancement of research degree provision across the University and which are outlined in the Framework for Research Degrees Provision.

The University's Research Degree Framework and Regulations apply equally to partnership provision unless different arrangements have been agreed between the University and the partner institution and have received University approval. Details will be set out in the Memorandum of Agreement for the partnership and in information provided to students.

Any application for a change in supervision arrangements requires approval from the School Board of Studies on the recommendation of the Senior Tutor/Director of Research.

Principles

- A student is appointed a supervisory team during the initial application process. The research idea is often developed in consultation with the supervisory team but in some instances research projects are sponsored by third parties, such as the Research Councils and/or Industrial partners. In both cases there is a strong commitment to the project and changes to supervision arrangements are only considered under exceptional circumstances;

It may be necessary for a change of supervision arrangements to be considered for the following reasons:

- the first supervisor is on sabbatical leave;
- the supervisor leaves the University;
- the supervisor is on long-term sick leave;
- difficulties in the relationship between the supervisee and the supervisor(s).

- A student is expected to raise any difficulty that they may be experiencing with their supervisor(s) immediately either with the supervisor(s) directly and/or the Senior Tutor/Director of Research within the Department within which they are registered. A student may equally raise the issue with another alternative senior member of staff within the School in the first instance;

- Any change to the supervisory arrangements of a student must be in accordance with the University’s policy for the approval of research supervisors;

- Any change to the registration category of a student (i.e. between internal and external candidature, for example) as a result of a change in supervisory arrangements must be in accordance with the University’s registration policy;

N.B. In instances where funding is attached to a particular research project, it may not be possible for a change in supervision arrangements to be approved. Students are advised to check the Terms and Conditions of their studentship should they wish to submit an application for a change in supervision arrangements. Students are advised that they may be required to leave a research project if there are irresolvable problems between themselves and their supervisor(s).