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| **Research & Enterprise Training Institute (RETI)****Research Degrees Administration** **Form RDA5 – Changes to Registration** | **Item No:*****For RETI use only*** |
| **(This form should be word-processed)**  |
| **1. Student Details** |
| First Name |  |
| Family Name |  |
| Banner number |  |
| Faculty |  |
| School |  |
| **Current programme *(indicate, as applicable)*** |
| Master of Philosophy (MPhil) |  |
| Master of Philosophy with possibility of transfer to Doctor of Philosophy (MPhil/PhD) |  |
| Doctor of Philosophy (PhD) |  |
| Doctor of Philosophy by Published Work (PhD by PW) |  |
| Professional Doctorate (EdD - Thesis Phase) |  |
| Initial registration date on programme *(to align with date held by UoG in Banner)* |  |
| ***Complete Sections 2 – 8, as applicable to this submission*****IMPORTANT NOTE TO INTERNATIONAL STUDENTS: IT IS A STUDENT'S RESPONSIBILITY TO SEEK ADVICE FROM A UNIVERSITY INTERNATIONAL COMPLIANCE AND ADVICE ADVISER TO ENSURE THAT ANY CHANGE BEING REQUESTED COMPLIES WITH THE REQUIREMENTS OF YOUR VISA WHILE YOU ARE STUDYING IN THE UK (APPLICABLE TO SECTIONS 2, 4, 5, 6, AND 7).** |
| **2. Change to mode of study and time spent on research, with reasons** MPhil, MPhil/PhD, and PhD students only (not EdD Thesis Phase) |
| Current mode of study | Full-time*(at least 35 hours/week)* |  | Part-time*(minimum of 16 hours/week)* |  |
| Current hours, per week, spent on research |  |
| Revised mode of study | Full-time*(at least 35 hours/week)* |  | Part-time*(minimum of 16 hours/week)* |  |

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| Revised hours, per week, to be spent on research |  |
| With effect from |  |
| Reason(s): |
| Time remaining, in months, in revised mode of study to complete research programme and submit thesis for examination *(Refer to the Postgraduate Research Students’ and Supervisors’ Handbook for information on how to calculate)*  |
| ……… months |
| **3. Change to Supervision, with reasons** Note: It is a requirement that, collectively, the supervisory team should have a minimum of having supervised three Doctoral students to successful completion. It is strongly advised that supervisory teams consist of a supervisor whose subject expertise is closely linked with the student’s programme of research. |
| Current arrangements | First Supervisor | Title/Name |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Second Supervisor | Title/Name |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Third Supervisor *(if applicable)* | Title/Name |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |

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| Revised arrangements | First Supervisor*(if applicable)* | Title/Name |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Second Supervisor*(if applicable)* | Title/Name: |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Third Supervisor *(if applicable)* | Title/Name |  |
| Currently supervising | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
| Previously supervised | First | FT |  | PT |  | students |
| Second | FT |  | PT |  | students |
|  | Change to Unit of Assessment (UoA) (*if applicable)* | Current Unit of Assessment |  | Revised Unit of Assessment |  |
| Reason(s): |

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| **4. Request for an extension to registration, with reason(s)**Important Note: A request for extension will only be considered where a student requires additional time beyond the maximum period of registration. The FRDC may consider an application for the extension of registration for periods of no longer than six months at a time and normally only two such extensions will be considered. *(Refer to the Academic Regulations for Postgraduate Research Awards* *and the Postgraduate Research Students’ and Supervisors’ Handbook)* |
| Reason(s):*(If confidential, please forward a statement direct to the Secretary of the Faculty Research Degrees Committee)* |
| From |  | To |  |
| Previously approved extension(s) to registration *(if applicable)* |
| From |  | To |  |
| **5. Request for an interruption of registration (max. 12 months), with reason(s)**Important Note: Interruptions will not normally be approved for more than 12 months at a time. The maximum period of interruption will not normally be permitted to exceed 24 months in total. *(Refer to the Academic Regulations for Postgraduate Research Awards* *and the Postgraduate Research Students’ and Supervisors’ Handbook)* |
| **Please send a statement to support this request and relevant evidence to the Secretary of the Faculty Research Degrees Committee** |
| Reason(s) *(please select all that apply)* |
| Financial reasons |  | Personal reasons |  |
| Employment reasons |  | Other |  |
| Health reasons |  |  |  |
| **Please state below the period of interruption you are requesting (please note this period must fall within the current or next academic session)** |
| From |  | To |  |
| With effect from |  |
| Previous interruptions(s) to registration *(if applicable)* |
| From |  | To |  |

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| **6. Change(s) to research project, with reason(s)** *(for example, change in research direction/working title, additions/deletions of collaborating organisation(s))* |
| Reason(s): |
| With effect from |  |
| **7. Revert PhD registration to MPhil, with reason(s)** |
| Reason(s) *(please select all that apply)* |
| Academic reasons |  | Personal reasons |  |
| Financial reasons |  | Other |  |
| Employment reasons |  |  |  |
| Health reasons |  |  |  |
| With effect from |  |
| **Please send a statement to support this request to the Secretary of the Faculty Research Degrees Committee** |
| **8. Withdrawal of student from research programme, with reason(s)**  |
| Reason(s) *(please select all that apply)* |
| Academic reasons |  | Personal reasons |  |
| Financial reasons |  | Transferred to another university |  |
| Gone into employment |  | Other |  |
| Health reasons |  |  |  |
| With effect from |  |
| **Note: To assist the university to have a better understanding for reasons for withdrawal, the student and/or supervisor(s) are invited to provide further information on this. Please send any such information to the Secretary of the Faculty Research Degrees Committee (if required, such information will be handled in a confidential way)** |
| **9. Signatures** |
| Student | Signature: | Date |  |
| First Supervisor | Name: | Date |  |
| Signature: |
| Second Supervisor | Name: | Date |  |
| Signature: |
| Third Supervisor*(if applicable)* | Name: | Date |  |
| Signature: |
| Head of School/FRDC approved signatory | Name: | Date |  |
| Signature: |

**Data Protection Statement**

The Research & Enterprise Training Institute (RETI) and the Faculty Research Degrees Committee (FRDC) have responsibility within the university for ensuring academic standards are maintained and postgraduate research students are progressing in accordance with the Academic Regulations for Postgraduate Research Awards. The processing of these forms and the information contained within them by RETI and FRDC is, therefore, a core task of the university and by collecting and processing all the information you are providing on this form, the university is able to ensure compliance with academic standards, accurately monitor academic progress and identify training, development and resource requirements.

This form and all the information provided by you will not be shared with anybody or any organisation external to the university without the consent of the individual(s) named within the form and only where it is deemed in the interests of the individual(s) to do so (e.g. to support the transfer of a postgraduate research student to another university). This form and all the information provided by you will be shared internally with RETI and Faculty administrative staff who are responsible for the administration of postgraduate research degrees, FRDC members, your supervisors and any member of staff involved in an academic appeal or complaint that may arise to enable them to carry out their duties, as outlined above, on behalf of the university.

An electronic copy of this form will be held securely by RETI in accordance with the GRE Retention Schedule, after which it will be confidentially destroyed.

If you have any queries in relation to this form, please contact the Training and Research Programmes Officer for your Faculty using the appropriate email address below:

Greenwich Business School – reti-pgrbus@gre.ac.uk

Faculty of Education, Health & Human Sciences – reti-pgreh@gre.ac.uk

Faculty of Engineering and Science – reti-pgres@gre.ac.uk

Faculty of Liberal Arts and Sciences – reti-pgrlas@gre.ac.uk