**Request Form**

**Request for removal from the PGR Supervisor Register**

Once completed please send this form to [ResearchOffice@yorksj.ac.uk](mailto:ResearchOffice@yorksj.ac.uk)

**Part A – To be completed by the supervisor**

|  |  |
| --- | --- |
| Name |  |
| School/ Department |  |
| Unit/s of Assessment |  |
| Do you have responsibilities for any current (or prospective) PGR? |  |
| If the above question was answered ‘Yes’ has a change of supervision form been approved? |  |
| Reason for requesting to leave the PGR Supervisor Register. |  |

|  |  |
| --- | --- |
| Declaration: I certify that the information I have given is correct to the best of my knowledge. | |
| Signed |  |
| Date |  |

**Part B – To be completed by the Head of School**

|  |  |
| --- | --- |
| Declaration: I confirm that I support the applicants request to be removed from the supervisor register and, if applicable, alternative arrangements have been put in place for the current or prospective PGR. | |
| Signed |  |
| Date |  |

**Part C – To be completed by the Research Office**

|  |  |
| --- | --- |
| Date supervisor application was approved by the RDC subcommittee |  |
| Additional notes if applicable |  |

**Part D – To be completed by the Chair of the RDC**

|  |  |
| --- | --- |
| Outcome |  |
| Conditions if applicable |  |
| Additional notes if applicable |  |
| Date outcome reached |  |