

PGR Supervisory Loading: Request for Exemption

*The regulation on PGR supervisory loading is detailed in paragraph 39 of the Code of Practice for Research Candidature and Supervision. Cases for exemptions to the Regulation on supervisory loading can be made by the Faculty Director of the Graduate School to the Dean, or their nominee (normally the Associate Dean (Education). Further guidance for Faculties can be found in the* [*PGR Supervisory Loading: Guidance*](https://www.southampton.ac.uk/quality/pgr/supervision/supervisoryloading.page) *in the Quality Handbook.*

*The Faculty Director of the Graduate School should complete this form, submit to the Dean (or their nominee) and return to the Faculty Graduate School Office for record-keeping purposes.*

**Part A: Request for Exemption**

***To be completed by the Faculty Director of the Graduate School***

1. **Please complete the following information on the supervisor for whom the exemption is being requested:**

|  |  |
| --- | --- |
| Supervisor name: |  |
| Department: |  |
| Current supervisory loading (FTE) : |  |
| Current number of students supervising: |  |

1. **Please complete the following information on the proposed new supervisory allocation:**

|  |  |
| --- | --- |
| Student name: |  |
| Department: |  |
| New supervisory loading (FTE): |  |
| New number of students supervising: |  |

1. **Please detail the rationale for the exemption:**

|  |
| --- |
|  |

1. **Recommendation of the Faculty Director of the Graduate School:**

**I confirm the information above and request an exemption from the maximum supervisory loading regulation:**

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Date: |  |

***Please submit this form to the Dean (or their nominee)***

**Part B: Consideration by the Dean (or nominee)**

***To be completed by the Dean (or their nominee)***

1. **Please tick whether the request for exemption is approved or rejected:**

|  |  |
| --- | --- |
| Approved |  |
| Rejected |  |

1. **Please detail the rationale for the decision, including details of discussion(s) with the Director of Programme or Head of School (or other staff member who has oversight of the workload of the supervisor for whom this exemption is requested):**

|  |
| --- |
|  |

1. **Dean (or nominee) approval**

**By signing below, I confirm that the workload of the supervisor named above has been discussed appropriately within the Faculty and that approving this request for exemption should not adversely affect the supervision of other students.**

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Date: |  |

***This form should be returned to the Faculty Graduate School Office for record-keeping purposes***