

Request for Exemption from Maximum Supervisory Loading

The regulations on PGR supervisory loading are detailed in the [Code of Practice for Research Degree Candidature and Supervision](https://www.southampton.ac.uk/about/governance/regulations-policies/research-students/general/candidature-supervision) (Section 10: Supervision, paragraph 10.5):

 “*The Faculty will ensure that the overall workload of supervisory staff is at a level that will allow supervisors to fulfil the responsibilities of the supervisory team …. With effect for research students receiving formal offer letters on or after 1 August 2018, the Faculty will ensure that a member of staff supervises no more than the equivalent of six full-time research students at any one time; with the maximum number of students, whether full- or part-time, supervised by an individual supervisor being ten. All research students under supervision from the point of enrolment up to, and including those on nominal registration, will be included within this count ….*”

A case for exemption to these regulations 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 [Guidance for Faculties on PGR Supervisory Loading](https://www.southampton.ac.uk/~assets/doc/quality-handbook/PGR%20Supervisory%20Loading%20-%20Guidance.pdf).

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

**Part A: Request for Exemption**

1. **Existing supervisory loading:**

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

1. **Proposed supervisory loading:**

|  |  |
| --- | --- |
| Student name: |  |
| Department: |  |
| Proposed supervisory loading (FTE): |  | Proposed number of students supervising: |  |
| Rationale for exemption: |  |

1. **Recommendation:**

 **I confirm that the information above is factually accurate and request that the above-named supervisor is granted exemption from the maximum supervisory loading regulations:**

|  |  |
| --- | --- |
| Signature: |  |
| Name: |  |
| Role: | Faculty Director of the Graduate School |
| Date: |  |

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

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

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

1. **Rationale for the decision, including details of discussion(s) with the 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 |  |
| Role: |  |
| Date: |  |

**This form should be returned to the Doctoral College (Faculty) Team for record-keeping purposes.**