APPLYING FOR A CHANGE OF CANDIDATURE: POSTGRADUATE RESEARCH STUDENTS

Change of candidature form can be downloaded from [http://www.shef.ac.uk/ris/pgr/code/forms](http://www.shef.ac.uk/ris/pgr/code/forms)

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**Student** discusses request with supervisor and completes Section 1 of a Change of Candidature application form and forwards to **Supervisor**

**Supervisor** completes section 2 of CoC application form and forwards to **PG Tutor/HoD**

**PG Tutor/HoD** countersigns section 2 of CoC form and forwards it to: pgrcos@shef.ac.uk

**RIS** arranges Faculty consideration and updates the student record

Following Faculty approval, **RIS** notifies the following:
- Student
- Department
- Other relevant departments
- Home Office

**Overseas students only:**
RIS sends request to ISS for consideration/advice in line with immigration regulations