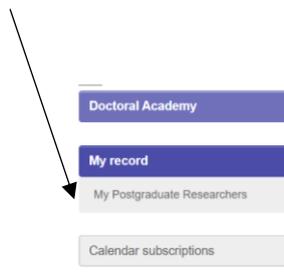


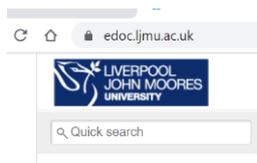
Change in Supervisory Team Workflow

The request must be submitted on eDoc <https://edoc.ljmu.ac.uk/> which can be accessed from LJMU Homepage, and Quick links <https://www.ljmu.ac.uk/staff/staff-quick-links> or via <https://www.ljmu.ac.uk/the-doctoral-academy>.

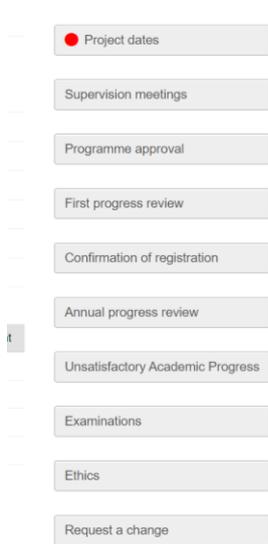
Once logged on, please select the relevant PGR you wish to submit the request for via the 'My postgraduate Researchers' link.



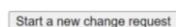
Alternatively, you can type the PGR's Name into the Quick Search box on the top left-hand corner



When you have accessed your PGR's Project page, the Change to Supervisory Team is submitted via the 'Request a Change' Tab on the right-hand side of the page.



Upon selecting the 'Request a Change', please select 'Start a new change request'



Then select the Change to Supervisory team option from the list:-

Change requests

- Termination of study
- Change to supervisory team
- Leave of absence
- Withdrawal

Select 'Start Request' and 'Complete the Application Form'.

The change form will display the current team, and prompt you to complete the New Supervisory Team as below.

The screenshot shows a form titled 'Supervisor form' with a 'Reason' dropdown. It is divided into two main sections: 'Current supervisory team' and 'New supervisory team'. The 'Current supervisory team' section lists three supervisors with redacted names. The 'New supervisory team' section includes a 'Lead Supervisor' field, a 'Supervisor' field, a 'Role' dropdown menu, and an 'Add another' button. At the bottom, there is a question: 'Do you wish to add an external supervisor to the supervisory team?' with 'Yes' and 'No' radio buttons. Three callout boxes with arrows point to specific parts of the form: the first points to the 'Current supervisory team' list, the second points to the 'Add another' button, and the third points to the 'Do you wish to add an external supervisor...' question.

Supervisor form Reason

Current supervisory team

Supervisor: [Redacted]

Supervisor: [Redacted]

Supervisor: [Redacted]

New supervisory team

Lead Supervisor *

Supervisor *

Role *

-- select --

Add another

Do you wish to add an external supervisor to the supervisory team? *

Yes

No

Any current Supervisory team members will need to be added on the form here if they are remaining on the team.

The remaining internal team members can be updated through the 'Add another' link, and selecting the relevant Supervisory team Role.

If there are any External Supervisors on the team, or if you want to add a new External, select Yes, and then 'Save and continue'.

Please note that eDoc will update as per the persons detailed in the New Supervisory Team section. This means that any existing members who are to remain on the team, will need to be added in this section of the workflow in addition to any new supervisors. The new workflow will then configure the revised Supervisory Team.

Advisors can no longer be appointed as members of a Supervisory Team.

Once Save and Continue is clicked the screen will open below, for which all the necessary information needs to be completed. If the external doesn't already have an LJMU account- please click the tick box.

Supervisor form **External supervisors** Reason

Please check if the external already has an LJMU account

The External Supervisor is not listed. I would like to propose a new external

Title

First name

Second name

Daytime email address

Present post

Current employer

Link to personal research web page or CV

Drag files here or [choose file...](#)

Rationale for appointment
Please provide a brief rationale to support the nomination

What is the role of the external supervisor? *

Supervisor form **External supervisors** Reason

Complete these details, then provide a rationale and select a role. Please click Save and Continue.

On the following screen you will see the current and proposed Supervisory Team listed, and you will be asked to complete a Reason for Change.

Supervisor form External supervisors **Reason**

Current supervisory team

Supervisor: [Dr Gordie Lynch](#)

Supervisor: [Prof Renell Hawkins](#)

Supervisor: [Dr Pauly Parkinson](#)

Proposed supervisory team

Supervisor: [Dr Gordie Lynch](#)

Supervisor: [Prof Renell Hawkins](#)

Supervisor: [Dr Pauly Parkinson](#)

Supervisor: [Gary Barlow](#)

Reason for change *

Please provide a brief rationale in support of the composition for the proposed supervisory team (maximum 500 words)

On the next screen, confirm submission, and any Notes and Committee Notes can be added if applicable.

You have chosen to submit the change request for approval

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Committee Notes (Seen only by staff reviewing this application, not seen by the applicant)

Upon submission the workflow will be directed to the Director of School for review and subsequently onto the Chair of FRDC for review.

Once a full review and approval has taken place the Supervisory Team will update accordingly, and the external supervisor will be emailed from eDoc@ljmu.ac.uk to set up a Password to gain access to eDoc.