**Swansea University PGR**

**Academic Technology Approval Scheme (ATAS) and Change of**

**Research Topic Policy and Procedure**

The University has a requirement to ensure the Foreign & Commonwealth Office (FCO) is notified, within 28 days, of any changes to postgraduate student research proposals, for those that require an Academic Technology Approval Scheme (ATAS) certificate. This applies to non EEA students only.

Information regarding which courses require an ATAS certificate can be found via: <https://www.gov.uk/guidance/find-out-if-you-require-an-atas-certificate#find-out-how-to-apply>

It is the responsibility of Swansea University supervisors to notify the University’s Student Compliance Service (Academic Services), of changes to the student’s original research proposal or the use of any new research technique.

In order to capture changes and advise students concerning the validity of their ATAS, the following procedure should be followed:

1. Any change to the student’s original research proposal or the use of any new research technique associated with an ATAS student should be notified to the International Student Compliance Team.

2. Using studentcompliance@swansea.ac.uk, supervisors should send an email specifically highlighting a) the original research topic and b) the proposed new research topic.

3. The Student Compliance Service will make an evaluation regarding the variation of change and notify the student and supervisor to re-apply for the ATAS, if that is needed. Re-applying carries no financial cost.

4. The student is required to provide a copy of the new ATAS certificate to the Student Compliance Service when it is received. The student should not commence research on the new proposal / use the new research technique until the new ATAS certificate is granted.

5. The International Student Compliance Unit will be responsible for recording and monitoring changes.

If you have any questions or queries, please contact the International Student Compliance Unit via studentcompliance@swansea.ac.uk .