

10. Application for Change in Mode of Study (Form RDC: M)

When you were registered for a research degree, approval was given for you to pursue your programme of research either full-time or part-time. If through a change of circumstances, such as change in your employment or in your financial position, you wish to change your mode of study from full-time to part-time, or vice versa, you must apply to the Chair of the relevant Higher Degrees Committee Sub-Committee for approval. A change in mode of study affects the date by which you will be expected to complete your programme of research. Guidance should be sought from the Graduate School Office on the revision of expected dates of completion.

No change of mode shall be considered following the commencement of the Writing-Up Period. This is to ensure that University statistics be more accurate. There is no negative implication for the student with respect to fees.

Overseas students who are studying full-time in the UK would have to prove that their visa status allows a change to part-time study.

Applications for change in mode of study are made on form RDC: M, on which you need to state the change you wish to make, indicating in consultation with the Graduate School Office, the date on which you wish the change to occur and putting forward a new date when you will expect to complete your studies. You also need to indicate the main reason for wishing to change your mode of study. Your application needs to be signed by your supervisors to indicate that they recommend the proposed change.

Applications for change in mode of study must be submitted in accordance with the format and procedures detailed in paragraph 7.2 and by published deadlines, which are available from the Graduate School Office and Faculty Assessors.