

proposed programme provides a suitable basis for work at PhD standard which the student is capable of pursuing to completion.

Applications for transfer or formal review must be submitted in accordance with the format and procedures detailed in Procedure 6 and 8 and within specified timescales.

## **9. Application for Change in Approved Mode of Study**

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 Faculty Head of Research Students (or nominee) 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 fee free completion period.

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.

You will need to complete the *applications for change in approved mode of study* form, 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 supported 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 Procedure 6.

## **10. Application for Change in Approved Arrangements for Supervision**

The supervision team approved by the Research Degrees Committee Faculty Review Panel at registration is an integral part of the research programme. If there is a change in circumstances, such as one of your supervisors leaving the employment of the University or a shift in your research direction which requires different or additional subject expertise, it may be necessary to seek approval for a change in your supervisors. It is important to note that, in order to avoid potential difficulties, approval for any change in supervisors needs to be sought as soon as possible. Any proposals for a change in the supervisory team can only be made with the agreement of the student, and is the responsibility of the First Supervisor (or nominee).

You will need to complete the *application for change in approved arrangements for supervisory team* form. The reason for the change needs to be described and details of the proposed supervisory team given, under the procedure described in Procedure 6. If a new supervisor is proposed who has not been approved previously by the Research Degrees Committee Faculty Review Panel as a supervisor, the supervisor's curriculum vitae must be submitted with the application. The student must confirm to indicate that he/she is in agreement with the proposed change.

Applications for change in approved supervisory arrangements must be submitted in accordance with the format and procedures detailed in Procedure 6.

## **11. Application for Extension of Period of Registration**

The parameters for the periods of registration during which research degree programmes are expected to be completed are precisely set out in the Regulations. The start and completion dates for each research programme are approved by the relevant Research Degrees Committee Faculty Review Panel at the time of registration.

If, through a change of circumstances such as delays in acquiring essential equipment or ill health or other personal matters, you need to revise your research programme to go beyond the period of time approved at registration, you can apply for your period of registration to be extended to take account of the changed circumstances. The maximum periods of time for which extension can be considered are twelve months for full-time students and eighteen months for part-time students. You should note that you will continue to be liable for fees during an extension period.

When submitting an *application for extension of period of registration* form the student must produce a thesis outline agreed with the supervisor and may present such evidence to help his/her case. There shall follow a face-to-face or telephone interview with an experienced internal assessor appointed by the Faculty Head of Research Students. If medical evidence supports the first request for an extension the interview is not required. It is permissible to request subsequent extensions but the University will scrutinise additional requests carefully.

The criteria for the internal assessor to support the application are as follows:

- a) substantial progress with respect to an agreed thesis outline;
- b) whether the work is still timely;
- c) availability of time and resources to complete the work.

The assessor shall express a view as to whether; in their opinion the resulting period of extension is sufficient. The form shall then be submitted to the Faculty Head of Research Students and the Director of the Graduate School, where appropriate for consideration. The period of time for which extension is requested needs to be stated and the reason for the request indicated from a range of possibilities listed on the form. You are also required to provide a summary of not more than 500 words describing the progress of your research to date and outlining the work still to be completed.