CHANGE OF MODE OF STUDY FORM FOR POSTGRADUATE RESEARCH STUDENTS

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION

|  |  |
| --- | --- |
| Your Full Name: | St Mary’s Registration No: |
| Your Home Address: | Your Contact Telephone No: |
| Your degree [MPhil/PhD/DMin/EdD/DProf] | Your current mode of attendance [full-time or part-time] |
| How are your fees paid? | Are you an International Student on a student visa? |

**B: YOUR REQUEST TO CHANGE MODE OF STUDY**

|  |
| --- |
| What are the reasons for your request to change from full-time study to part-time study [or vice versa]? |
| When do you wish to begin your new mode of attendance? | |
| Your Signature and Date: | |
| Signature of your Director of Studies [with Date]:  Signature of Faculty/Institute PGR Lead [with date]: | |

**C: OUTCOME OF YOUR REQUEST [FOR UNIVERSITY USE]**

|  |
| --- |
| Approval of Chair/Deputy Chair of Research Degrees Committee  Chair of Chair/Deputy Chair:  Date: |
| Confirmation by Student Administration at St Mary’s University that the student database has been amended, and the student has been issued a formal notification of the outcome and of any changes to the thesis submission deadline.  Date: |

**GUIDANCE NOTES**

* In principle, you can change mode of study at any time up to one year before the deadline for the submission of your thesis.
* Please note that if you are in the UK on a student visa, you cannot normally change to part-time study.
* Changing mode of study is a serious step, which may have funding implications. Therefore, you are strongly advised, before completing the form, to discuss your proposed change with student finance advisers and, where appropriate, the people/organisations responsible for paying your fees.
* **St Mary’s University expects you to discuss your position with your Director of Studies before submitting a request**. It may be that he or she can suggest a solution that doesn’t involve a change to your mode of study.
* When you have discussed the matter with your Director of Studies, you should jointly complete the form. The PGR Lead will forward it to **Research Services** who will make a formal recommendation to the Chair/Deputy of the **Research Degrees Committee**.
* The final decision will be ratified by the **Research Degrees Committee**, following which your records will be amended, and you will receive a formal notification of any change to the date on which you are due to submit your thesis.
* If it is not possible to contact your Director of Studies, you can approach another member of your Supervisory Team instead.