CHANGE OF MODE OF STUDY FORM FOR ALL POSTGRADUATE RESEARCH STUDENTS (Liverpool Hope and Partner Institutions)

BEFORE COMPLETING THE FORM, PLEASE READ THE GUIDANCE NOTES OVERLEAF

# A: BACKGROUND INFORMATION

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| Your Full Name: | Your Student ID No: |
| Your Home Address: | Your Contact Telephone No: |
| Your degree [MPhil / PhD / Ed D] | Are you an International Student on a student visa?  (**If you are an International Student on a student visa you will need to speak to an immigration advisor before your withdrawal can be confirmed. Please make an appointment at the Gateway reception desk)** |
| Your current mode of attendance [full-time or part-time] |
| Current expected end date: |
| How are your fees paid? |

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

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| 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]: | |

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

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| Summary of recommendation from the Head of School: [including agreed dates]:  Head’s signature:  Date: |
| Approval of Chair of the Progression and Award Board for Postgraduate Research Students  Chair’s signature:  Date: |
| Confirmation by Student Administration 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 both the University’s Student Finance Team and, where appropriate, the people/organisations responsible for paying your fees.
* **The 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. [If it is not possible to contact your Director of Studies, you can approach another member of your Supervisory Team instead.]
* When you have discussed the matter with your Director of Studies, you should jointly complete the form. The Director of Studies will forward it to your Head of School / Moderator for students registered at a Partner institution, who will make a formal recommendation to the Chair of the University’s Progression and Award Board for Postgraduate Research Students.
* The final decision will be made by the Chair of the Liverpool Hope University’s Progression and Award Board for Postgraduate Research Students, 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.
* The original completed form will be held by Student Administration, who will send a copy to the PGR Administration team to be added to your student file.