

REQUEST TO CHANGE MODE OF STUDY BETWEEN FULL-TIME AND PART-TIME**Only to be used following discussion with:****Undergraduate Students: Student Services****Postgraduate Students: Course Director/Supervisor**

Section A – to be completed by student	
Name:	Student ID Number: 500_ _ _ _ _
Change of Mode of Study from : Full-time to Part-time / Part-time to Full-time (delete as appropriate)	
Degree Programme and Subject:	
Current Registration Period: From _____ To _____	
Reason for change of mode request:	
Date from which change of mode is to commence: _____	
Is the change for the remainder of the course? YES/NO, if NO, please provide additional information below:	
Retrospective requests will only be considered in exceptional circumstances. If the change is to be retrospective, please provide the reason(s) below, further details may be sought at a later date:	
I confirm that I have discussed the implications of changing mode of study with Student Services/Course Director/Supervisor and am aware of the financial implications.	
Signature:	Date:

Section B – to be completed by academic school	
I have discussed the proposed change of mode with the student. I am satisfied that there are good reasons for approving the change.	
Signature (Tutor/Supervisor):	Date:
Notes for student:	
1) It is the student's responsibility to ensure that he/she is aware of any financial/tuition fee (sponsor, student finance, council tax etc.) implications of this change of mode of study 2) This form is not to be used by students repeating part-time to redeem failure 3) For MPhil and PhD/Professional Doctorate students commencing from 12/13 academic year onwards, the registration/fee paying period will be adjusted on the basis of 2 years full-time 4 years part-time and 3 years full-time 6 years part-time respectively	

Section C – for Student Services/Academic Registry use only		
Date Received (Stamp):	Application approved:	Record updated:
	Signature: Date:	Signature: Date:

CHECKLIST	
New Graduation/End Date (SGASTDN)	✓
New Submission Date – PG only (SHAQPNO)	
Residence Code (SFAREGS)	
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Mode of Study (SKAHINS)	