Research degree change of mode request

It is important you and your Director of Studies note that changing your mode of study results in your remaining deadlines being pro-rated, based on time completed under your original mode and time remaining under your new mode. This will be from the date of approval *not* date the request was made. You will both have to agree to the declarations at the end of the form.

**GTAs** who would like to change to part-time mode of study are able to do so however, due to the nature of the role, will normally be unable to continue in their studentship.

**Professional Doctorate** routes are available as a part-time option only and, therefore, cannot change to full-time mode.

Changes in mode require Graduate School approval. Please ensure the Director of Studies is copied into the e-mail when submitting this request to the Graduate School or the form may be returned to you.

Student details

|  |  |  |  |
| --- | --- | --- | --- |
| **Student name:** | Click here to enter text. | **Student number:** | Click here to enter text. |
| **Research degree:** | Choose an item. | **Topic:** | Choose an item. |
| **Funding status:[[1]](#footnote-1)** | Choose an item. | **Date form submitted**  | Click or tap to enter a date. |
|  |
| **Are you in the UK on a visa?** | Choose an item. |  |

Change of mode information details

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| --- | --- |
| **Current mode:**  | Choose an item. |
| **Requested change:** | Choose an item. |
| **Please provide any details of any previous changes in mode:** | Click here to enter text. |
| **Please indicate the date you wish to request this change to start from** | Click or tap to enter a date. |
| **If requesting a change of mode due to full-time employment – please state, the date you started full-time employment.**  | Click or tap to enter a date. |
| **Reason for change in mode request (please give detail):***(Please attach appropriate evidence.)*  | Click here to enter text. |
| **Please indicate if you are a GTA at the time of submitting this form** | GTA [ ]  None [ ]   |
| **Have you had any interruption of studies during your research degree?** | Yes [ ]  No [ ]  |
| **If yes, please provide the start and return date of the interruption. If you have been interrupted on more than one occasion, please ensure both are listed.**  | **Interruption instance one:**Start date: Click or tap to enter a date.End date Click or tap to enter a date. |
|  | **Interruption instance two:**Start date: Click or tap to enter a date.End date: Click or tap to enter a date. |
|  |  |

Student declaration

Please confirm that you agree with each of the following statements. All must be completed.

|  |  |
| --- | --- |
| I understand the implications of changing in mode, including any remaining deadlines being pro-rated, based on time completed under my original mode and time remaining on my new mode.  | Choose an item. |
| I have discussed the change in mode request with my supervisor(s) | Choose an item. |
| I have discussed with my supervisor(s) the impact of the change in mode on my studies, including subsequent deadlines and responsibilities that I will have to meet  | Choose an item. |
| The information on this form and any supporting evidence is true and accurate | Choose an item. |
| I will seek confirmation from the Academic Registry Fees Team and other relevant units (including external funders), concerning the effect of this change in mode upon fees and grants | Choose an item. |

Director of Studies declaration

Please confirm that you agree with each of the following statements.

|  |  |
| --- | --- |
| I understand the implications of changing in mode, including any remaining deadlines being pro-rated, based on time completed under the student’s original mode and time remaining on their new new mode. | Choose an item. |
| I have agreed with the student that a change in mode is appropriate for their circumstances | Choose an item. |

**DoS** **statement of support**, **name** and **signature**:

|  |
| --- |
| Click here to enter text. |
| It is the student’s responsibility to ensure this form is completed *prior to* submitting it to the Graduate School. If the application is not submitted complete, with the necessary evidence/information, the form may be returned to you.**Please submit your extension request to the Graduate School (****graduateschool@edgehill.ac.uk****) with your DoS cc’d.** |
|  | At Edge Hill, we are committed to respecting and protecting your personal information. To find ways in which the Graduate School uses your data, please see [edgehill.ac.uk/research/privacy](https://www.edgehill.ac.uk/research/privacy/). |

*Template updated: 19 November 2021*

1. Self-funded refers to any student not formally on a studentship, regardless of whether a third party pays their fees or if there is a fee waiver in place. If you are no longer employed as a GTA, please select self-funded. [↑](#footnote-ref-1)