

**CHANGE OF MODE OF STUDY
(excluding 'writing –up')**

Any changes proposed to the academic details of your registration are subject to approval by the Board of Studies (Doctoral). You will be informed of the decision by the Board's secretary.

See Reference notes at end of form for the full Regulation 16 requirements in relation to change of mode of study.

This form can be completed and submitted electronically, but if you are completing this form by hand, please use BLOCK CAPITALS. The completed form should be passed to the Doctoral College.

1. General details of the student's current registration

Surname	Student Number
Full Forenames	Main funding source
Department/School	Degree currently registered for (e.g. MPhil, PhD)
Visa holder? (please circle) Y N <small>Note to Doctoral College administrators: If the student is a visa holder this form must receive sign-off from the Student Immigration Service before going to Academic Registry. (A change in mode of study may invalidate the visa)</small>	
Supervisor(s)	
Current mode of study (please tick the appropriate box(es)) <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Industrially/ Externally based <input type="checkbox"/> Staff A <input type="checkbox"/> Staff B	
Start date of registration	Current end date of registration
Thesis/Portfolio full title agreed by the Faculty/School at Candidature (or following a change of thesis title request on form PGR11)	
Previous periods of suspension	
Previous periods of extension	

2. Specific details relating to this request

New mode of study (please tick the appropriate box(es)) <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> Industrially/ Externally based <input type="checkbox"/> Staff A <input type="checkbox"/> Staff B <small>(Staff A/B are available to full-time members of staff ONLY)</small>	
Effective date of change:	
Reason for change:	

3. Supervisor(s) comments

Signed Date
 (Lead) supervisor

4. Director of Studies' comments

Signed Date
 Director of Studies

For Office Use:

Where the student is a visa holder, approval must be sought from the Student Immigration Service (SIS) before an approved request can be processed in SAMIS. Following the Board of Studies (Doctoral) meeting, please email this form to SIS (studentimmigrationservice@bath.ac.uk) for this section to be completed. SIS will then return the form to the Doctoral College and add comments to the SAMIS notes section. The Doctoral College will then inform Academic Registry to process the change within SAMIS.

Based on the information provided and current student immigration rules, does the student's immigration status permit the proposed change of mode of study? Y / N

SIS print name:

SIS signature:

SIS date:

Reference notes:**Regulation 16.16 Change of Mode of Study**

- 16.1. A student's mode of study will be either full-time or part-time (0.5 FTE) and will be specified at candidature for PhD and integrated PhD students and be in accordance with the programme specification for professional doctorates.
- 16.2. Students can change their mode of study, subject to approval by the Board of Studies (Doctoral). The scope for such changes of mode of study will be outlined in the programme specification for doctoral degrees with taught elements. Changing to part-time attendance (or vice versa) will affect the registration period, and the Board of Studies will specify both the minimum period of study required and the maximum remaining registration time.
- 16.3. Students will normally be permitted to seek a change from full-time to part-time registration or vice-versa on only one occasion during their registration, and such a change will not normally be permitted during the final six months of registration of the normal maximum registration period of any degree programme.
- 16.4. Students will not be permitted to change from full time to part time registration for health reasons unless medical evidence indicates that part-time study is feasible.