**PLEASE SEEK ADVICE FROM PGR & OPERATIONS OR INTERNATIONAL STUDENT OFFICE ABOUT THE IMPLICATIONS FOR TIER 4 STUDENT VISA HOLDERS OF A CHANGE OF PROGRAMME OF STUDY**

CHANGE OF PROGRAMME REQUEST: MA by Research to Provisional PhD Registration (Available to PGRs registered in the FACULTY OF ARTS only)

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| I would like to request permission from the Graduate Board’s Programmes of Study and Audit Group for the following PGR to withdraw from their MA by research degree candidature and to change their registration status to Provisional PhD: | |
| Name of PGR |  |
| ID Number: |  |

Checklist (\* please delete as applicable)

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| As Postgraduate Research Tutor I confirm the following on behalf of the School: | |  |  |
| (i) School’s support for the PGR to transfer to registration as a Provisional PhD candidate | | YES\* | NO\* |
| (ii) the School holds written confirmation from the PGR that he/she wishes to withdraw from registration for the degree of MA by Research and transfer to registration as a Provisional PhD candidate | | YES\* | NO\* |
| (iii) the PGR has made satisfactory academic progress to date | | YES\* | NO\* |
| (iv) the PGR has provided (a) information about the proposed funding arrangements for a doctoral programme which are satisfactory to the School and (b), where appropriate, has provided written confirm from the existing sponsor that it is supportive of the change of programme. | | YES\* | NO\* |
| (v) Any ethical issues have been/will be addressed? | There are no ethical issues\* | Ethical issues will be addressed\* | The ethical issues have been addressed\* |
| (vi) Where applicable the PGR has been advised to seek immigration advice from the International Student Office | Not applicable | YES\* | NO\* |

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| I attach a copy the supervisory team’s academic support for the change of programme (including comments on the PGR’s academic progress and the doctoral research proposal (approximately 250 words)) | | Please ✓ |
| Confirmation of the supervisory team *(please confirm details of the supervisory team post the change of programme:* | | |
| Main Supervisor |  | |
| Co Supervisor(s) |  | |

Signed: ………………………………………………… Date: ……………………………

Postgraduate Research Tutor (or in the absence of the PGR Tutor Head of School)

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| Name of School: |  |

Please return to: Postgraduate Research and Operations, Marjorie and Arnold Ziff Building