

THE UNIVERSITY OF LEEDS

GRADUATE BOARD

Programmes of Study and Audit Group

Change of Mode of Study for a Postgraduate Researcher (PGR) (Full-time to Part-time or Part-time to Full-time Study)

1. The University recognises that for some PGRs, during their candidature, it may be necessary to request a change to the mode of study for which they are registered. For example, a transfer from part-time to full-time study to take advantage of any additional funding that has been secured to support the research or from full-time to part-time for health or personal reasons. Permission for the change must be granted by the Graduate Board's Programmes of Study and Audit Group.
2. Part-time study is not offered as an option for all research degree programmes. When a PGR wishes to change their mode of study they should discuss this in the first instance with their supervisor(s) and the PGR Tutor (normally via the Faculty Graduate School Office).
3. PGRs will normally only be permitted to change their mode of study with the support of their Faculty/School and when their programme of study permits registration on both a full-time and part-time basis. For example, the degree of Integrated PhD and Master is only available to PGRs on a full-time basis. PGRs will not *normally* be permitted to transfer from full-time to part-time study for this programme of study.
4. PGRs wishing to transfer to part-time study PGRs should meet the University's eligibility criteria for part-time study set out below:

Where the research degree programme is offered on a part-time basis applicants for part-time study will be considered in the following circumstances only:

 - (a) The applicant has responsibilities or work commitments (including actively seeking work) which preclude them from studying on a full-time basis (and/or)
 - (b) The applicant has a long-term medical condition or disability which prevents them from studying on a full-time basis and
 - (c) The Faculty/School is satisfied that the applicant will have access to the necessary facilities for their research and that their attendance will be on a part-time basis
5. It is the responsibility of the PGR to ensure that their sponsor is in agreement to the change of mode of study and that they have their written agreement for the change.
6. A change to the mode of study can only take place during the standard period of full or part-time study and cannot be considered during the overtime period.

7. Retrospective requests for a change of mode of study will not normally be considered.
8. International PGRs studying in the UK on a Tier 4 Student Visa should take immigration advice from the International Student Office before considering transferring to part-time study. The University will not permit PGRs to register on a programme of study without the correct immigration permission.
9. Where the PGR's request to change of mode of study is supported by the School the PGRT should submit a recommendation for consideration on behalf of Graduate Board's Programmes of Study and Audit Group (via PGR & Operations). The recommendation should include the following information:
 - Name and ID of PGR
 - Reason for the change of mode of study (*see 4. above*)
 - Date from which the change will be effective (*this must be 1st day of a month*)
 - Confirmation that the Faculty/School supports the change and is satisfied that the PGR will continue to have access to the necessary facilities for their research and that their attendance will be on a part-time basis (*or, in the case of transfer to full-time study attendance will be on a full-time basis*)
 - If the PGR holds a Tier 4 student visa confirmation that the PGR has the correct immigration permission will also be required.
10. Action will then be taken to consider the request in accordance with the criteria set out above. If approved the standard period of study will be recalculated to take account of the change. This recalculation will be based on the proportion of time undertaken on a full-time/part-time basis to date with a corresponding proportion of time to be spent registered on the new mode of study. For example, the revised period of study for a full-time PhD candidate commencing study in October 2015 who transfers from full-time to part-time study after 12 months will be as follows:

Original Standard Period of Study (PhD)	Revised Standard Period of Study (PhD)
01/10/15 – 30/09/18: Full-time (36 months) (+ 12 months over-time if required)	01/10/15 – 30/09/16: Full-time (12 months) (equivalent to 1/3 of a full-time period of study) 01/10/16 – 31/01/20: Part-time (40 months) (equivalent to 2/3 of a part-time candidature) (+ 20 months over-time if required)* * The overtime period is calculated pro rata for the period of time registered full-time and part-time

11. PGR & Operations will issue written confirmation to the PGR of the change of mode of study which includes details of the recalculated period of study and the minimum (expected thesis submission date) and maximum time limit for submission of the thesis. A copy will be sent to Accounts Receivable who will ensure the correct academic fees are charged.