



UNIVERSITY OF LEEDS

Leeds Doctoral College

Changes to Research Degree Arrangements

2023/24

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August 2022 note

This document consolidates already approved University individual policy and guidance around changes to research degree arrangements into a single reference document. The individual versions of these policies were taken down during 2022/23 and this document became the single reference for these policies and guidance.

March 2023 Updated

Change of research project guidance reviewed and updated.

This document was updated 07 March 2023 to include the revised and updated change of research project guidance approved by the Progression and Examinations Group at its meeting on 6 March 2023.

Reduction to the standard period of study guidance reviewed and updated.

This document was updated 07 March 2023 to include the revised and updated guidance approved by Graduate Board.

April 2024 update

Change of attendance in Leeds guidance added.

This document was updated 20 March 2024 to include the revised and updated change of research project guidance approved by the Progression and Examinations Group.

The other individual policies are under review by the Progression and Examinations Group over the course of the 2023/24 session and revised versions added to this document when approved and will be noted here.

1 Purpose

1a Audience

This document consolidates previously approved University policy and guidance around changes to research degree arrangements into a single reference document. This document intends to:

- Capture the various ways in which a research degree candidature might need to change
- Consolidate in one place the various policies or positions agreed by the relevant University committees to manage such changes
- Include a process summary for each change that might occur to capture requests, and make sure all regulatory aspects have been considered, including UKVI.
- Work as a shared resource for academic and DC staff to manage changes to candidatures
- Ensure decisions are taken on an informed basis

This document is aimed primarily at Doctoral College staff and academic staff (Supervisors, Directors of PGR Studies, Heads of Graduate Schools) who support the academic and pastoral processes related to PGRs and Postgraduate Researchers. It is updated annually by the Doctoral College, to reflect any changes which have been approved through the University's Graduate Board or its Groups. If you have any queries about this document, please contact the Doctoral College Progression and Examination team (pgrprogress@leeds.ac.uk) or your Graduate School.

1b Suspensions and extensions of study

Requests for suspensions and extensions of study are not covered by this document and are instead covered by the separate [Suspensions and Extensions policy](#) and separate operational guidance for Graduate Schools on processing Suspensions and Extensions.

1c Advice and Support

If PGRs require advice or support, they are advised to contact their Graduate School, Supervisor or Director of PGR Studies who can offer advice on the processes and to other sources of support. A wide range of avenues for academic and pastoral support are available, depending on the nature of the individual circumstances. Independent advice can also be sought from the Leeds University Union (LUU).

1d Form to request changes to candidature

A form is available to request changes to a research degree candidature. This should be completed by the Graduate School, authorised by the Director of PGR Studies and submitted to Doctoral College Operations for consideration by the Progression and Examinations Group.

Document Version History		
Author	Date	Version
Graduate Board Progression and Examinations Group (Doctoral College Operations)	August 2022	1.0
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2. Change of Mode of Study for a Postgraduate Researcher (PGR)

2a Principles

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, family, caring or other personal reasons¹. For full-time PGRs, it may be possible to consider a change to part-time study if circumstances prevent study on a full-time basis, but the PGR does not need to take a complete break via a suspension of studies. Requests can be considered on a temporary or permanent basis.

When a PGR wishes to change their mode of study they should discuss this in the first instance with their Graduate School, Supervisor(s) or the Director of PGR Studies (DoPGRS). If the PGR holds a Student visa advice should be taken from Student Visa Advice Team about the correct immigration permission required. Fees and funding implications should also be considered, including liaison with any sponsor. The PGR should contact funding@leeds.ac.uk if they are in receipt of any University funding, Doctoral Loan or other scheme to take advice on the implications of the change on their funding.

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. If factors that impact study and progress on a full-time basis arise during the overtime period, consideration can instead be given to either suspending the programme (if no progress can be made and a complete break for studies is needed) or considering an extension. Retrospective requests for a change of mode of study will not normally be considered.

Transfer from full time to part-time study

PGRs wishing to transfer to part-time study will be considered in the following circumstances:

- (a) The PGR has personal circumstances, responsibilities or work commitments which preclude them from studying on a full-time basis; and
- (b) The Faculty/School is satisfied that the PGR will have access to the necessary facilities for their research and that their attendance will be on a part-time basis.

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.

PGRs studying in the UK on a Student Visa should take immigration advice from the Student Visa Advice team 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

¹ Consideration should also be given to the suspension/extension policy and the University's [Equality and Inclusion Policies and Guidance](#)

Transfer from or to Distance-learning

Applicable to AHC and Environment only. PGRs wishing to transfer to distance-learning should meet the protocol in place for distance-learning, including attendance points in Leeds

2b Process: Change of mode

Graduate School action

Where the PGR's request to change of mode of study is supported by the School the Graduate School should submit a recommendation for consideration on behalf of Graduate Board's Programmes and Quality Group (via Doctoral College Operations) using the form provided. The recommendation should include the following information:

- Reason for the change of mode of study
- 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
- 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*) in accordance with the commitment to research activity expectations in the table below.
- If the PGR holds a Student visa confirmation that the PGR has taken advice from Student Visa Advice Team about the correct immigration permission required.
- Confirmation that fees and funding implications have been considered, including liaison with any sponsor.

Doctoral College Operations action

DCO will arrange for the request to be considered on behalf of the Programmes and Quality Group. Under the delegated authority protocol agreed by the Group, DCO may take action on behalf of P&Q to approve and confirm straightforward requests. 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. The calculation is included as an [Annex to this document](#)

Doctoral College 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 Graduate School, supervisors, Student Finance (Fees), funding and scholarships who will ensure the correct academic fees are charged. A copy of the letter will be uploaded to GRAD. In the case of a PGR on a Student Visa, a report to UKVI will also be made.

Expectations for full and part-time study

As set out in the Code of Practice for Research Degree Candidatures

	Full-time	Part-time
<i>Commitment to Research Activity</i>	PGRs are expected to work on their research project for periods of time that are comparable to a full-time academic post (the equivalent of an average of at least 37 hours a week). This does not include paid work.	Part-time candidates are expected to work on their research project for periods of time equivalent to 20 hours per week.
	It is inevitable that their workload will be variable during the course of the year and it should be agreed with their supervisor(s). When approaching a specific deadline such as the submission of a transfer report or thesis additional hours of work will be necessary. They will also be expected, to undertake other professional activity, for instance to attend conferences, undertake fieldwork and other research activities outside of the University	
<i>Supervision Meetings</i>	A minimum of 10 supervision meetings a year with gaps between meetings of no more than 8 weeks	A minimum of 6 supervision meetings a year with gaps between meetings of no more than 12 weeks
	Whilst the pattern and timing of meetings will vary according to the precise stage of the candidature and between subject areas it is expected that meetings will be held regularly throughout the standard period of study. Notes must be kept of all formal supervision meetings	

3. Change of Research Project/Focus

3a: Principles

The Graduate Board's Progression and Examinations Group (PEG) understand that a research project agreed either prior to the commencement of study or with the supervisor(s) at the start of the studies will be developed and refined during the course of its investigation and some changes to the original programme of research and/or project title may be required.

When a change to the research project or change of focus is proposed/requested consideration should be given to:

- The stage in the candidature;
- Whether the work already undertaken (for example data collection, induction, generic skills training, literature review) and any assessment for transfer (if this has already taken place) is transferrable to the revised research area/research project;
- Whether the PGR will be able progress to meet the deadline for assessment for transfer² to a specific research degree category and/or will remain on course to submit their thesis within the maximum time limit (and preferably by the end of the standard period of study); Whether the sponsor needs to be advised of the change to the project and/or if permission must be sought from the sponsor;
- Visa implications, including whether a new Academic Technology Approval Scheme (ATAS) certificate is required (where required for the programme of study). If the PGR is an international PGR holding a Student visa AND the change would result in a change of programme duration (extension) further immigration compliance advice must be taken before the change is approved. Please see [Section 3c](#) below.

Changes to research projects will be very individual in their nature, and will be considered by the Progression and Examinations Group on a case by case basis, in accordance with the guidelines set out below.

It is important that changes to research projects are reported to Doctoral College Operations at the time they arise, to ensure accuracy of the Banner record, that the programme of study and deadlines are adjusted if needed, and to ensure that in the case of a PGR sponsored under the student visa route the PGR is receiving advice on the implications of the change, and that the University's UVKI compliance responsibilities can be met.

Changes can be categorised as follows:

Minor changes of project or focus

Where a change to the research project/focus does occur it is expected that this will be part of the normal development of the project. The Group expects that:

² For a full-time Provisional PhD PGR the transfer should normally take place within 12 months from the start date (with a final decision taken in all cases by no later than 18 months from the start date)

- The majority of work already undertaken remains relevant to the revised research focus/direction;
- any change will be absorbed into the research studies and that it will not impact on the PGR's ability to meet deadlines, including the transfer deadline and the maximum time limit for the submission of the thesis.
- Where applicable to the programme of study, that the research topic has not changed from the description on the original ATAS certificate³.
- An updated thesis title may be needed which is a more appropriate description of the research and thesis.

Major change of project or focus

In cases when:

- a substantial proportion of the work already completed is of no or limited application to the new project, or
- this will lead to the PGR being unable to meet existing deadlines, or
- the change is post-transfer (careful consideration must be given to whether the work assessed for transfer is still of application to the new direction of research)

There are two possible ways forward:

- (a) For the PGR to consider withdrawing from their studies and starting a new research degree candidature.
- (b) For the School to seek exceptional permission from PEG for the change of project and to request permission to: (i) extend the time limit for transfer and/or (ii) overall date for submission of the thesis.

PEG will consider extending the time limits for transfer/thesis submission on the grounds of a change to the research project/focus in exceptional cases only. Examples of exceptional cases which require additional time to meet deadlines must be beyond the control of the PGR. Examples of cases which may be looked at sympathetically include (this list is not exhaustive):

- failure/unavailability of key equipment leading to the unavailability of data;
- publication of work by other researchers that voids the originality of the PGR's own research;
- a change to the supervisory team (for example, following the death, ill-health or resignation of a key member of the supervisory team). The School must satisfy PEG that it has taken all reasonable steps to identify alternative supervision arrangements which would not impact on the project and timescales for completion before making the request. This will include exploring the possibility of identifying an external supervisor;
- Where a complaint has been upheld and led to a change of research project and supervisory team

³ The PGR should take advice from the Student Visa Advice Team whether fresh ATAS clearance is required.

Where the PGR will incur additional expenses as a consequence of an extension to their studies following a change of project the School must be able to demonstrate that steps have been taken to discuss the likely additional costs that may be incurred with the PGR and that appropriate sources of funding have been identified. In some cases it may be necessary for the School to provide additional funding when the circumstances are beyond the control of the PGR.

If the School is not able to support the request it should consider whether it would be more appropriate to confirm continuation on the original project, with it remaining open to the PGR to withdraw and apply for a fresh candidature as set out in (a) above. If the request for a major change of research project is not supported, the School must inform the PGR of the decision. If a PGR is dissatisfied they should be advised to discuss their position with LUU Student Advice.

Progress concerns

Research projects may be adapted to focus on particular strengths or areas of interest. Supervisors should, however, avoid making changes to a research project to address difficulties encountered with progress when these changes will impact on the PGR's ability to meet deadlines. If a serious doubt develops concerning progress, the School/Faculty may wish to consider initiating the Progress Support Process. PEG is unlikely to look sympathetically at cases for changes to research projects with extensions of study made on this basis.

3b: Process: Change of project of focus

Minor change of project of focus

In such cases it is not necessary to seek permission from the Progression and Examinations Group. An amended thesis title should, however, be reported to Doctoral College Operations so that the University records may be updated accordingly. Schools are asked to report this to DCO with confirmation that the change meets the following:

- There has been a minor change to the research project/focus which is considered to be part of the normal development of the project.
- The majority of work already undertaken remains relevant to the revised research direction.
- The change will be absorbed into the research studies and will not impact on the PGR's ability to meet deadlines, including the maximum time limit for thesis submission.
- Where applicable, that the research topic has not changed from the description on the original ATAS certificate.
- If necessary, the sponsor has been advised of the change to the project and/or permission sought from the sponsor

Major change of project of focus

Where the PGR's request to change project is supported by the School the Director of PGR Studies should submit a recommendation for consideration on behalf of Graduate Board's

Progression and Examinations Group (via Doctoral College Operations) using the form provided. The form will ask for the following information:

- Reason for the change of project
- A statement of support from the Supervisor and DoPGRS
- Confirmation of PGR request/agreement to the change of project
- New thesis title and confirmation of supervisions arrangements
- Confirmation of progress to date
- Consideration of any deadlines and whether the PGR will be able progress to meet the deadline for assessment for transfer (if pre-transfer) and/or will remain on course to submit their thesis within the current maximum time limit. OR details of any extensions to deadlines needed.
- Date from which the change will be effective (*this must be 1st day of a month*).

The School will also be asked to confirm the following (tick box):

- That the Faculty/School supports the change and is satisfied that the PGR will continue to have access to the necessary facilities, training, supervision and other academic support for their research
- That a timetable with milestones agreed between the PGR and supervisor is in place
- Any ethics review issues or amendments have been/will be addressed.
- If the PGR holds a Student visa confirmation that the PGR has taken advice from the Student Visa Advice Team (including whether new or revised ATAS clearance is needed). Please see [Section 3c](#).
- That fees and funding implications have been considered, including liaison with any sponsor (including whether the sponsor needs to be advised of the change to the project and/or if permission must be sought from the sponsor). Evidence should be retained by the Graduate School. PGRs should contact funding@leeds.ac.uk if they are in receipt of any University funding, Doctoral Loan or other scheme to take advice on the implications of the change on their funding.
- Whether the PGR will incur additional expenses as a consequence of an extension to their studies following a change of project, and if yes that the School has taken steps to discuss the likely additional costs that may be incurred with the PGR and that appropriate sources of funding have been identified. In some cases it may be necessary for the School to provide additional funding when the circumstances are beyond the control of the PGR.

DCO will arrange for the request to be considered on behalf of the Progression and Examinations Group, and may need to take additional visa advice if the PGR is an international PGR holding a Student visa AND the change would result in a change of programme duration. If approved, Doctoral College Operations will issue written confirmation to the PGR. A copy will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships. A copy of the letter will be uploaded to GRAD. In the case of a PGR on a Student Visa, a report to UKVI will also be required.

3c: Major Change of Research Project for PGRs holding a Student Visa

In the case of international PGRs holding a Student Visa it is essential that immigration compliance restrictions are checked. DCO will work with the Graduate School, the Student Visa Advice Team and the Student Immigration Compliance Manager on a case by case basis.

If a change to a research project will involve a change to the duration of study (where an extension of studies will be needed), it is important that the PGR understands the impact on their study visa and confirms that they still wish to proceed with the change of research project before it is approved. If a major change of research project is approved, the PGR may need to request a new Confirmation of Acceptance for Studies (CAS) and make a new Student visa application from outside the UK. PGRs will need to receive immigration advice from the Student Visa Advice Team and confirm that they still wish to proceed with the change of research project before it is approved.

If a major change is identified very early in the candidature, and where it will be possible for the change to be absorbed into the overall period of study without it impacting on the PGR's ability to meet the maximum time limit for thesis submission, a change of programme report must still be made to UKVI. It is therefore essential that the School still follow the process outlined for a major change of research project.

For programmes that require ATAS, fresh ATAS clearance will be needed if the research topic has changed from the description on the original ATAS certificate or if the PGR is changing to a research area/programme where ATAS is required.

In the case of a PGR considering withdrawing from the current candidature and applying for a fresh programme, immigration advice must be sought before this course of action is considered. The University will not normally sponsor a student who has previously started a programme under Tier 4/Student sponsorship and failed to complete the programme they were sponsored for (for any reason, even if not academic). This include students who have had a "false start" or changed their mind about a programme. Advice should be sought from the Student Visa Advice Team.

4. Change of degree programme from PhD to MPhil or Masters by request from the PGR

4a: Policy and Principles

Policy

Provisional PhD or PhD PGRs may request exceptional permission to change registration to the degree of Master of Philosophy (MPhil) or Masters by Research. Requests are considered on a case by case basis, and must be approved by the Graduate Board's Programmes and Quality Group (or Chair acting on its behalf). The period of study registered on the PhD programme will be counted in total towards the MPhil or Masters by Research candidature.

Principles

The PGR should submit a request to their Graduate School. Cases will normally be considered where the PGR's personal circumstances preclude them from completing their original PhD degree and they wish to complete a shorter programme, and where there is a sufficient body of research which could be considered for submission for either MPhil or Masters by Research.

Cases are only considered where the School holds a request in writing from the PGR indicating their wish to change research degree programme. The Supervisory team and Director of PGR Studies must also support the request. Approval is not guaranteed and is subject to approval of both the School and P&Q and care should be taken to manage expectations about applications.

Cases will not normally be considered for transfer from Provisional PhD to MPhil before the transfer process. Cases for transfer from Provisional PhD to Masters by Research will normally only be considered where the PGR is early in the candidature and still within the normal period for a Masters by Research. Requests which fall outside this period must be considered on an exceptional case-by-case basis.

The PGR must be in good academic standing and the Supervisor(s) and DoPGRS must be satisfied that submission of a thesis of the appropriate standard is realistic prospect. Schools should avoid making changes to a degree programme to address difficulties encountered due to concerns with progress. If concerns emerge the School should instead consider initiating the [Progress Support Process](#) or, if appropriate, fitness to study. P&Q will not consider cases made on the basis of doubts about academic progression for PhD.

Fees and funding implications must be considered. Sponsors should be consulted by the PGR and evidence of agreement to any change retained by the School. PGRs in receipt of any University funding, Doctoral Loan or other scheme must take advice on the implications of the change on their funding. PGR studying in the UK on a Student visa must take advice from the Student Visa Advice team.

It is important that decisions to transfer from PhD to MPhil/ Provisional PhD to Masters by Research are made on an informed basis and that all options for support to complete the original PhD programme have been considered. This may include transfer to part-time study,

suspension or extension of study or support from specialist University services to complete the original PhD programme. PGRs may contact LUU for independent support and advice.

4c: Process: Request to change from PhD to MPhil or Masters by Research

A request to transfer from PhD to MPhil or from Provisional PhD to Masters by Research must be made via the change of programme form and include the following:

- A recommendation from the DoPGRS for a change of programme with a summary of reasons for request.
- Written confirmation from the PGR that they wish to transfer registration and to submit and be examined for consideration for the degree of MPhil/Masters, and understand that this would mean foregoing the opportunity of being examined for award of PhD.
- Confirmation of progress to date and that the PGR is in good academic standing.
- Confirmation that in the DoPGRS and Supervisors' view submission of an MPhil/Masters thesis of the appropriate standard for examination is a realistic prospect by the normal MPhil/Masters deadline or whether an extension will be required (and how long so it can be considered and applied at the same time)
- Confirmation there is a timetable for completion - with milestones - agreed between the PGR and supervisor(s).
- If the PGR holds a Student visa confirmation that the PGR has taken advice from Student Visa Advice Team. The University is required to report to UKVI any change from Provisional or full PhD to MPhil or Masters by Research.
- Confirmation that fees and funding implications have been considered, including liaison with any sponsor (with confirmation of support provided in writing and held by the School).
- Confirmation that other options to complete the original programme have been considered and discussed with the PGR (e.g. transfer to part-time, specialist support services) and that the decision to transfer to a shorter programme has been made on an informed basis.

DCO will arrange for the request to be considered on behalf of the Programmes and Quality Group. If approved, Doctoral College Operations will issue written confirmation to the PGR. A copy will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships. A copy of the letter will be uploaded to GRAD. In the case of a PGR on a Student Visa, a report to UKVI will also be required.

5. Change of Supervisor

5a: Principles

As set down in the Code of Practice for Research Degree Candidatures, it is the responsibility of the Dean of the Faculty or Head of School⁴ to recommend suitable supervisors for appointment to the Graduate Board. The nominated team must satisfy the University's eligibility criteria for appointment. Please refer to the University's eligibility criteria for appointment for more detailed advice.

5b: Process: Change of Supervisor

Graduate School action

Where there is a request to change a PGR's supervision team the Graduate School must complete the Change of Supervisor workflow in GRAD. This must be approved by the Director of PGR Studies.

Doctoral College Operations action

Doctoral College Operations will check that the new team satisfies the eligibility criteria, and will raise any issues with the Graduate School for clarification. Doctoral College Operations will notify the PGR through GRAD. A copy will be sent to Graduate School, supervisors, and scholarships. The new team will be able to access the PGR's GRAD record the next working day after Banner has been updated.

⁴ Or individual to whom responsibility has been delegated.

6. Change of Thesis Title

6a: Principles

For doctoral degrees the draft title of the thesis may be fairly broad at the time of commencement of study to allow a wider area of research at the start of the candidature, whilst discussions about the precise focus take place. The title of the research must be clearly defined and focussed by the transfer assessment stage and reported to Doctoral College Operations (DCO) with the recommendation for transfer to a definite degree category. For MPhil and Masters by Research a draft thesis title must be confirmed at the time of acceptance of the candidate and reported to DCO with the recommendation for acceptance. Due to the tight timescale for completion it is essential that the research project is clearly defined and focussed before the candidate commences study. For all research degree candidates, a final thesis title must be confirmed at the time of submission of the examination entry workflow. Changes to the title of the thesis should not normally occur after the entry form has been approved by the Examinations Group.

Supervisors are asked to note the following good practice which may assist with the development of the research, target setting and professional development of Postgraduate Researchers:

- the need to ensure that each PGR has a clearly defined and unique thesis title;
- the use of short titles which clearly reflect the work being undertaken;
- the avoidance of unnecessary words such as “an introduction to, an evaluation of, an investigation into, a study of”;
- the use of titles which are relatively narrowly focussed to reflect the restricted length of the period of study;
- the use of titles which locate the work in the relevant discipline or disciplines; (f) the use of grammatically correct language;
- the use of a title, where possible, which can indicate clearly the area of research, even to those outside the discipline/s.
- It is recognised that the use of the first person in a thesis title may be appropriate in exceptional cases and where this is indicative of the thesis methodology. A request for permission to use the first person in a thesis title must be submitted for consideration by P&Q by no later than the transfer stage and the rationale for its use must be clearly justified.

6b: Process: Change of Thesis Title

Graduate School action

Where it is identified that there has been a minor change in the focus of the research, an amended thesis title should be reported to DCO so that the University records may be updated accordingly. These should be sent by email to Doctoral College Operations (pgrprogress@leeds.ac.uk). DCO will update the thesis title in Banner. The new title will be visible on the PGR's GRAD record the next working day after Banner has been updated. Where a change of thesis title is needed due to a more substantial change in the research please see the guidance in [section 3 under Change of Research Project/Focus](#).

7. Reduction to the standard period of study

7a: Principles

In order to submit a thesis early (before the end of the standard period of study) the Director of PGR Studies must submit a recommendation to the Graduate Board's Progression and Examinations Group for a reduction to the period of study. In practice, the approach operated is to allow a grace period and accept thesis submissions which are up to six weeks before the end of the standard period of study without the need for a reduction of study to be requested. Requests for reductions of study are required in cases where the thesis submission will be more than 6 weeks early.

Early submission of the thesis can only be made where it is supported by the supervisor(s) and Director of Postgraduate Research Studies. PGRs who think they will be able to submit their thesis early must first discuss this with their supervisor(s). Early submission of the thesis can only be made where it is supported by the supervisor(s) and Director of PGR Studies. A Director of PGR Studies can only recommend this if:

- (a) the thesis is complete and ready for submission and
- (b) has been read by the supervisor in its entirety. The supervisor must confirm in writing that they have read the thesis and that their view is that it is ready to be examined.

PGRs must, however, take responsibility for the work that they submit. The Graduate Board is clear that no research degree candidate should think that the award of a degree is guaranteed simply because the supervisor has indicated general approval for the thesis before it is submitted. It is the responsibility of the PGR to check any implications of an early submission with their scholarship awarding body, sponsor or funding provider. PGRs on a student visa are advised to contact the [Student Visa Advice Team](#) for immigration advice on the implications of early submission to their visa status.

Earliest submission dates

There are limits to the length of the reduction that can be approved. With an approved reduction the earliest dates a PGR can submit their thesis are:

Programme(s)	Earliest submission date
PhD, EdD, DPaedDent: full-time	at the end of 2 calendar years of full-time study
PhD, EdD, DPaedDent, DClinEd: part-time	at the end of 3 calendar years of part-time study
PhD split-site	See the Programme of study
Integrated PhD & MSc: full-time	at the end of 3 calendar years of study under split-site arrangements
DClinPsychol	PGRs may submit their thesis in the May of year 3 of their studies (if they are in a position to do so) without a formal reduction request
MD, MPhil full-time	at the end of 1 calendar year of full-time study
MD, MPhil part-time	at the end of 2 calendar years of part-time study
Masters by Research	6 weeks before the end of the standard period of study, using the grace period

No reduction of the period of study is permitted for the Masters by Research degree under the University's regulations. Masters by research PGRs may still submit their thesis 6 weeks before the end of the standard period of study, using the grace period noted above.

Fee refund

If the PGR is funding their studies themselves, they may be eligible for a partial refund of fees if they have an approved reduction to the standard period of study and they finish early, subject to completion of a successful examination. This is not applicable to Masters by Research students as a reduction to the standard period of study is not permitted under University regulations. No refund will be made unless all academic fees have been paid in full for the year/session in which they are submitting, they are successful in the examination and have appeared on a pass list. Please contact the Student Fees team for further advice on the fee refund arrangements. The fee refund applies only to those submitting within the standard period of study. The Overtime period fee is a special concession that allows PGRs to register for a reduced rate and is non-refundable, irrespective of the month of submission.

7b: Process

Where the PGR's request to submit early is supported by the School the Graduate School should submit a recommendation for consideration on behalf of Graduate Board's Progression and Examinations Group (via Doctoral College Operations) using the form provided. The recommendation should include the following information:

- Confirmation of support from the Director of PGR Studies
- Confirmation that the thesis is complete and is ready for submission and
- Confirmation that the thesis has been read by the supervisor(s) in its entirety. The supervisor(s) must confirm in writing that they have read the thesis and that their view is that it is ready for examination.
- If the PGR holds a Student visa confirmation that the PGR has taken advice from Student Visa Advice Team about the implications of early completion of their studies
- Confirmation that fees and funding implications have been considered, including liaison with any sponsor. The PGR should contact funding@leeds.ac.uk if they are in receipt of any University funding, Doctoral Loan or other scheme to take advice on the implications of the change on their funding.

Doctoral College Operations action

DCO will arrange for the request to be considered on behalf of the Progression and Examinations Group. Under the delegated authority protocol agreed by the Group, DCO may take action on behalf of PEG to approve and confirm straightforward requests.

Doctoral College Operations will issue written confirmation to the PGR. A copy will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships. If the thesis has already been submitted, the thesis examination team will also be notified.

8. Change of Parent School

8a: Principles

As set down in the Eligibility Criteria for Research Degree Supervision:

- The expectation is that the PGR will be supervised by an individual from within the School in which they are registered.
- Where two or more Schools are involved in supervising a PGR, the persons concerned should agree which is acting as the PGR's parent School and notify DCO accordingly. This School should then take full administrative responsibility for the PGR and should ensure that the PGR receives appropriate supervision.
- Where two or more Schools are involved in a candidature, it is normally expected that the main supervisor will be from the PGR's parent school. Permission must be sought from P&Q where this is not the case.

8b: Process: Change of Parent School

Graduate School action

Where there is a request to change a PGR's parent School the current Parent Graduate School should submit a recommendation for consideration on behalf of Graduate Board's Programmes and Quality Group. The recommendation should include the following information:

- Reason for the change of parent School
- Written confirmation from the Director of PGR Studies (or Head of School or Head of Graduate School) in the current parent School supporting the change.
- Written confirmation from the Director of PGR Studies (or Head of School or Head of Graduate School) in the new parent School supporting the change.
- Written confirmation that the change has been discussed and agreed with the PGR and their Supervisors.
- Confirmation of supervisions arrangements
- Date from which the change will be effective (*this must be 1st day of a month*)
- If the PGR holds a Student visa confirmation that the PGR has taken advice from Student Visa Advice Team (including whether new or revised ATAS clearance is needed for study in the new School).
- Confirmation that fees and funding implications have been checked and considered, including liaison with any sponsor. This must include checking and confirming any difference in fee rate between the two schools.

Doctoral College Operations action

DCO will update the programme code in Banner, which will change the parent school. The new school will be visible on the PGR's GRAD record the next working day. In the case of a PGR on a Student Visa, a report to UKVI will be required.

9. Change of Programme: Masters by Research to Provisional PhD Registration

9a: Principles

Masters by research candidates may request permission to change their registration status to that of a Provisional PhD candidate and to undergo an assessment for transfer to PhD status. This opportunity is available to PGRs registered for a Masters by research only and is not available to PGRs registered for a taught MA programme.

Such a change of programme must be approved by the Graduate Board's Programmes and Quality Group (or Chair acting on its behalf) by no later than 9 months from the date of commencement of full-time Masters by research study (or 18 months of part-time study). The period of study registered on the Masters by research programme will be counted in total towards the doctoral candidature.

The periods of study for both programmes are set out below for information:

Programme	Full-time	Part-time	Additional Information
Masters by Research	12 months	24 months	In exceptional cases up to 3 months extension of study may be granted by P&Q
PhD	36 months	60 months	For full-time PGRs up to 12 months over-time is permitted (for part-time up to 24 months overtime)

9b: Process: Change from Masters by Research to Provisional PhD

Stage 1: Application from the PGR and Supervisor

By no later than 9 months from the date of commencement of full-time Masters by research study (or 18 months of part-time study)

(a) **The PGR** must provide the Director of PGR Studies with the following:

- Written confirmation of their wish to withdraw from their Masters by research degree candidature and change their registration status to Provisional PhD
- A description of their research thus far and how this can be revised for a doctoral research project within the period of study permitted for a PhD programme (approximately 500 words)
- Provide details of the proposed funding arrangements for a PhD candidature, and where applicable, provide written confirmation from the existing sponsor that it has no objections to (a) the change of programme and (b) withdrawal from the Masters by research candidature;

PGRs studying in the UK on a Student Visa must seek advice on the implications of a change of programme on their immigration status from the Student Visa Advice Team as soon as possible.

Any Postgraduate Loan payments will cease once the PGR has transferred to provisional PhD. PGRs should not register for a Masters by Research programme with the direct intention of transferring to provisional PhD.

(b) **the main supervisor** must provide the Director of PGR Studies with the following:

- Confirmation (or otherwise) of 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)
- Comments on any ethical implications of the change of programme and whether these have been/will be addressed to their satisfaction
- Confirmation of the capacity of the supervisory team to supervise the PGR for doctoral study – indicating whether any change to the supervisory team is required.

Stage 2: Consideration by the Director of PGR Studies

By no later than 9 months from the date of commencement of full-time Masters by research study (or 18 months of part-time study)

The Director of PGR Studies considers the above information on behalf of the School. If they are supportive of the change of programme they should submit a request for consideration by the Graduate Board's Programmes and Quality Group (or Chair acting on its behalf) which includes the following information:

- The School's support for the PGR to withdraw from the Masters by research degree candidature and to change registration status to Provisional PhD
- Confirmation of the supervisory team
- Confirmation that the PGR has made satisfactory academic progress to date
- Confirmation the PGR has provided satisfactory information about the proposed funding arrangements (and, where applicable, the PGR has provided written confirmation from the existing sponsor that it has no objections to (a) the change of programme and (b) is aware that the PGR is withdrawing from the Masters by research degree candidature)
- Where applicable immigration advice has been sought from the Student Visa Advice Team
- Any ethical issues have been/will be addressed.

A form for requesting a change of programme is available on the [SES website](#).

Stage 3: Review by the Programmes and Quality Group

The Programmes and Quality Group (or the Chair) takes action to consider the request. Requests will normally be considered within 7 days of receipt by Doctoral College Operations. In some cases, however, it may be necessary to request additional information before a decision is taken.

Where a change of programme is approved the School and the PGR will be informed by Doctoral College Operations. The Banner Record (and GRAD) will be updated and the new degree type will show in GRAD. The PGR will receive a letter confirming their new registration arrangements. The letter will be copied to the Director of PGR Studies, Supervisor(s) and Student Finance (Fees). The letter will be uploaded to the PGR's project files in GRAD. In the case of a PGR on a Student Visa, a report to UKVI will also be made.

The period of study registered on the Masters by research programme will be counted towards the Provisional PhD candidature.

Stage 4: Transfer Process

The PGR will be expected to undergo a formal, rigorous assessment procedure for transfer to full PhD status in accordance with normal practice for transfer to doctoral registration <http://www.leeds.ac.uk/rsa/policies.html#supervisors>. This should take place before the end of 12 months of full-time study (or 24 months of part-time study), which includes the period of registration for the Masters by Research. The decision to transfer to full PhD status will be considered by a Transfer Assessment Panel and based on the submission of documentation prescribed within the University's Code of Practice for Research Degree Candidatures. All PGRs must undergo an oral examination by a Transfer Assessment Panel. The usual options available to the Transfer Assessment Panel will be applicable. **Please note that transfer back to a Masters by Research at this stage of a candidature (as a recommendation made by the Panel as an outcome of the transfer assessment process) is not permitted.**

Stage 5: Opportunity to change back to study for a Masters by Research

The University recognises that in some, very rare cases, the PGR may change their mind and wish to return to registration for the degree of Masters by Research. In such cases the Director of PGR Studies should consider the request on behalf of the School. If the request is supported by the School, and within the time limit allowed for the submission of an Masters by Research thesis (12 months of full-time study or 24 months of part-time study), submit the case for consideration by the Programmes and Quality Group (or Chair). It is expected that such requests will be made prior to the PGR undergoing a formal transfer to doctoral registration assessment. The programme of study specification for a Masters by Research allows for this period to be extended by not more than three months on academic grounds by prior permission by the Programmes and Quality Group. Directors of PGR Studies are invited to consider whether to submit such a request at the time a transfer back to Masters by research is requested.

10. Change between Doctor of Philosophy and Doctor of Medicine

10a: Principles

The Doctor of Medicine (MD) is a doctoral award available to those registered in the School of Medicine only and intended for medically qualified individuals who, since graduation, have been engaged in clinical practice and wish to undertake clinical research of a high academic standard in the course of their professional work; either scientific work bearing directly on their profession, or research into the practice of Medicine or Surgery.

The programme of study for the degree of MD states that in exceptional circumstances, candidates for the degree of MD may be considered for transfer to candidature for the degree of PhD, subject to approval by Graduate Board's Programmes and Quality Group (P&Q). Normally the Chair will consider requests on behalf of the Group. The table below compares key requirements of the MD with the PhD:

Requirements	MD	PhD
Standard Period of Study	Full-time: 2 years Part-time: 3 years	Full-time: 3 years Part-time: 5 years
Maximum Period of Study	Full-time: 3 years Part-time: 5 years	Full-time: 4 years Part-time: 7 years
Transfer Assessment to take place:	Full-time: within 12 months Part-time: within 18 months	Full-time: within 12 months Part-time: within 24 months
Thesis (length)	80,000 words	100,000 words
Criteria for Award	To qualify for the award of the degree of MD each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through: (a) presenting a thesis on the subject of his/her advanced study and research, <i>and</i> (b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.	To qualify for the award of the degree of PhD each candidate must meet the required learning outcomes and satisfy the examiners that his/her achievement is of sufficient merit and that his/her thesis contains evidence of originality and independent critical ability and matter suitable for publication through: (a) presenting a thesis on the subject of his/her advanced study and research, <i>and</i> (b) presenting him/herself for an oral examination and such other tests as the examiners may prescribe.

10b: Process: Transfer between MD and PhD

Graduate School action

The recommendation should be made by the Director of PGR Studies using the relevant form following consultation with the supervisor(s), in accordance with the following criteria:

Criteria: From Provisional MD to Provisional PhD

- (i) **a statement from the PGR** (confirming why they wish to transfer)
- (ii) **a statement from the supervisor** outlining why they support transfer
- (iii) confirmation that the PGR is making satisfactory academic progress and will undergo an assessment for transfer to PhD study in accordance with the standard arrangements and timescales
- (iv) an assurance that the project can be expanded for a PhD
- (v) the PGR, and where applicable the sponsor, is aware of the extra duration of the PhD programme and that additional academic fees are payable
- (vi) Where applicable immigration advice has been sought from the Student Visa Advice Team

Criteria: From MD to PhD

- (a) **a statement from the PGR** (confirming why they wish to transfer)
- (b) **a statement from the supervisor** outlining why they support transfer
- (c) confirmation that the PGR is making satisfactory academic progress
- (d) confirmation that the transfer panel considered the potential transfer to PhD at the transfer stage and was supportive or a current statement from the independent assessor confirming that they support the transfer
- (e) an assurance that the project can be expanded for a PhD
- (f) confirmation that the PGR and supervisor has agreed a plan for completion of a PhD
- (g) the PGR, and where applicable the sponsor, is aware of the extra duration of the PhD programme and that additional academic fees are payable
- (h) The request is made prior to the commencement of the overtime period for the MD
- (i) Where applicable immigration advice has been sought from the Student Visa Advice Team

Doctoral College action

DCO will arrange for consideration on behalf of P&Q. Once approved. A copy of the conformation letter will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships who will ensure the correct academic fees are charged. A copy of the letter will be uploaded to GRAD. In the case of a PGR on a Student Visa, a report to UKVI will also be made. DCO will update the programme in Banner. The new programme will be visible on the PGR's GRAD record the next working day after Banner has been updated.

11. Guidelines and Process for a Change of Attendance in Leeds

Principles

It is expected that PGRs on Split-site, Dual Award or Distance-learning programmes will follow the set attendance points in Leeds as set out in the relevant programme documentation and/or as agreed as part of the admissions offer. The programme approval specification, and subsequent programme of study for Dual award, split-site and distance learning programmes will normally set out the pattern and periods of expected attendance in Leeds, for that programme of study. Specific attendance points should be agreed upon at the admissions stage, and reported to the DC admissions team. Planned periods of attendance points will be recorded in Banner and then used by on course teams to support the right to study checks and student experience and duty of care before, and during, visits.

It is expected that the agreed pattern and period of attendance will normally be followed, however it is understood that there may be reasons that planned attendance points may need to change. Where there is a personal or academic need, variations to the pattern or periods of attendance in Leeds may be considered on a case-by-case basis by the Graduate Board's Progression and Examinations Group. The Supervisory team and Director of PGR Studies (acting as a nominee of the Head of School) and Programme Lead (if applicable) must support the request. Where there is a financial cost/implication to the School the Head of School must also consider and approve the request. Consultation and agreement of a collaborative partner (if applicable to the programme) must also be sought. PGRs who will require a visa for study in the UK must take advice from the Student Visa Advice team. Approval is not guaranteed and is subject to approval of both the School and PEG (and checks with the Student Advice Team) and care should be taken to manage expectations about applications.

Process: Request to change the period or pattern of attendance in Leeds

A request to change the period or pattern of attendance in Leeds must be made via the change of programme form and include confirmation of the following:

- The revised period or pattern of attendance requested.
- Reasons and case of support for the amended attendance period/pattern in Leeds.
- Support from the Supervisory team and Director of PGR Studies.
- The School holds in writing a request/confirmation from the PGR that they wish to amend their period or pattern of attendance in Leeds.
- If applicable to the programme of study, support from the programme lead to the revised pattern of attendance, and that this has been agreed with the partner Institution, partner Supervisors etc as needed.
- That any costs/financial implications have been considered and agreed (fees, funding, maintenance etc, as applicable to any agreements in place). Where there is a financial cost to the School, support from Head of School must be obtained.
- In the case of Dual Awards, that any assessment or examination requirements at each Institution can still be assured.
- If the PGR requires a visa for study in the UK that advice has been taken from the Student Visa Advice Team (including whether fresh ATAS clearance is needed).

Where a request will extend the period in Leeds above that set out in the programme the School must confirm it is satisfied that:

- Academic rationale and case of support for the amended attendance period.
- Practical considerations such as access to any lab space or equipment, or access to a desk have been considered and will be available.
- Study in Leeds will be on a full-time basis⁵, and that normal engagement monitoring arrangements will apply, including supervision meeting records in GRAD⁶.

Where a request will reduce the period in Leeds below the normal minimum in the programme of study, the School must confirm it is satisfied that:

- the PGR has access to appropriate equipment and resources, including IT facilities needed for the research outside Leeds, and that appropriate arrangements for supervision and any training or other activity are in place.
- the PGR has taken advice from their Government, Cultural Bureau or other appropriate body whether their degree (with significant periods outside the UK) would be accepted as a recognised degree in their home country.

On receipt of an application Doctoral College Operations will arrange for the request to be considered by the Progression & Examinations Group. If approved DCO will:

- Update the expected pattern of attendance in BANNER.
- Inform the Student Documents and Visa Team of that change for the purposes of any right to study checks.
- Issue written confirmation to the PGR of the change to the pattern of attendance. A copy will be sent to Graduate School, supervisors, Student Finance (Fees), funding and scholarships. A copy of the letter will be uploaded to GRAD.
- For PGRs on a Student Visa, a report to UKVI may also be required, or other follow up in relation to a CAS request to support an extended period in the UK.

When PGRs arrive in Leeds Supervisors should be supported by the Graduate School to provide comprehensive support during their visit, including community and pastoral support, as well as practical considerations such as access to any lab space or equipment needed, or access to a desk.

⁵ With the exception of PGRs registered for a part-time distance learning programme, where periods of study in Leeds will continue on a part-time basis.

⁶ For full-time, a minimum of 10 supervision meetings, with gaps between meetings of no more than 8 weeks. It is expected that formal supervision meetings will normally take place in person. See the Code of Practice for full details.

Summary of Processes: Banner and GRAD and reporting requirements

Process	Scholarships team check needed if UKRI funded	P&Q Approval needed	Banner updated needed – change to be made from 01 month	Letter or GRAD	UKVI/SMS report needed
Change of mode	Yes	Yes (DCO on behalf)	SFARGES: Updated programme code to the relevant FT/PT variant SGASADD: Update the cohort code SWARDAT: Update standard period of study & expected completion dates SWARDAT: Add summary of dates in RP Fees tab SHANCRS: Update transfer due date if pre-transfer (if pre-transfer) SGASTDN: Note change of mode approved and date effective SGASTDN: Note UKVI report made (if needed) and ARGOS letter sent	Letter issued upload to project files	Yes
Minor change of research project	No	Yes (DCO on behalf)	SHAQPNO: Update thesis title (if needed) SGASTDN: Note UKVI report made (if needed)	N/A	Possibly (see table overleaf)
Major change of research project	Yes	Yes	SHAQPNO: Update thesis title (if needed) SWASUPR: Update Supervisors (if needed) SHANCRS: Update transfer due date (if pre-transfer) SWARDAT: Update thesis submission deadline (if needed) SGASTDN: Note change approved and date effective SGASTDN: Note UKVI report made (if needed) and ARGOS letter sent	Letter issued upload to project files	Yes (see separate table overleaf)
Change from PhD to MPhil	Yes	Yes	SFAREGS: Amend programme code SWARDAT: Update programme dates SWARDAT: RP Fees tab – record when date effective SHAQPNO: Update thesis title (if applicable) SGASTDN: Note change of mode approved and date effective SGASTDN: Note UKVI report made (if needed) and ARGOS letter sent	Letter issued upload to project files	Yes
Change from Masters to Provisional PhD	Yes	Yes	SFAREGS: Amend programme code SWARDAT: Amend dates for programme SWARDAT: RP Fees tab, note when change of programme effective SHANCRS: Add transfer due date SGASTDN: Note change of mode approved and date effective SGASTDN: Note UKVI report made (if needed) and ARGOS letter sent	Letter issued upload to project files	Yes

Change from MD to PhD	Yes	Yes	SFAREGS: Amend programme code SWARDAT: RP Fees tab, note when change of programme effective. SGASTDN: Note change of mode approved and date effective SGASTDN: Note UKVI report made (if needed) and ARGOS letter sent	Letter issued - upload to project files	Yes
Change of Supervisor	No	Yes (DCO on behalf)	SWASUPR: Update Supervisors	GRAD notification	No
Change of thesis title	No	Yes (DCO on behalf)	SHAQPNO: Update thesis title (* No report made where a minor change of title/focus is needed. Where a change of title is needed due to a major change of research project please see that section)	N/A	No*
Reduction to standard period of study	No	Yes (DCO on behalf)	SWARDAT: Confirm earliest submission date and tick box to confirm reduction approved (* No report made at this stage but report will be made if PGR completes and is awarded early)	Letter issued - upload to project files	No*
Change of Parent School	Yes	Yes (DCO on behalf)	SFAREGS: Amend programme code to new parent School SWASUPR: Amend supervisors (if needed) SWARDAT: RP Fees tab. Add date when change of school effective SGASTDN: Note change of mode approved and date effective SGASTDN: Note UKVI report made (if needed)	Letter issued - upload to project files	Yes
Suspension or Extension	Yes	Yes (DCO on behalf)	SWARDAT: Record SP/EXT and update expected completion dates (& standard period of study if pre-transfer SHANCRS: Update transfer due date, if suspension pre-transfer SFAREGS: Change PGR to SP if current suspension SGASTDN: Note UKVI report made (if needed for a suspension) After suspension: SFAREGS: Change PGR to EL SWUTRAC: Open up re-registration	GRAD notification	Yes for suspensions
Change of attendance	Yes	Yes	SWARDAT: Record pattern of attendance in fees comments and date SGASTDN: Note change of pattern approved and date effective SGASTDN: Note UKVI report made (if needed)	Yes	Possibly

If a change of research project is approved, Doctoral College Operations will be required to report to UKVI as follows:

Change	Minor change of project	<i>Major change of project No extension of studies needed</i>	<i>Major change of project – Extension of studies needed</i>
Where:	The change of project is minor and in keeping with normal development of a research project and can be absorbed into existing period of study with no impact on deadlines	it will be possible for any change to be absorbed into the research studies without it impacting on the PGR's ability to meet the maximum time limit for the submission of the thesis	the change of research project cannot be absorbed into overall period of study and an extension to the maximum time limit is needed
UKVI reporting requirement	If the headline course title as given on the original CAS will change, then a change of programme report may be required.	For a same level, same programme duration - the University must report as a change of programme to UKVI but no new CAS/Visa needed.	For a same level, longer programme duration - the University must report against old CAS. The PGR will need to request a new CAS and make a new Student visa application from outside the UK
ATAS	Must be confirmed that the research topic has not changed from the description on the original ATAS certificate	Fresh ATAS may be applicable	Fresh ATAS will be required if clearance was needed for the original and any subsequent visa applications
Other			If a change to a research project will involve a change to the duration of study (extension), the PGR will be asked to confirm they understand the impact on their study visa and that they still wish to proceed with the change of research project before it is approved.

Calculation for changes between full-time and part-time

Changing from FT to PT

1. Calculate the number of PT months left:

Calculate the number of FT months left and multiply by 1.6666667

PhD example:

PGR has completed 10 months FT

$36 \text{ months} - 10 \text{ months} = 26 \text{ months}$

$26 \text{ months} \times 1.6666667 = 43.3333342 \text{ months}$

2. Calculate the number of OT months available

Number of FT OT months (normally 12 months) + number of PT OT months (normally 24 months)

PhD example:

$10 \text{ months} / 36 \times 12 = 3.333333333$

$43 \text{ months} / 60 \times 24 = 17.2$

$3.33333333 + 17.2 = 20.25333 = 21 \text{ months OT}$

For example, the revised period of study for a full-time PhD candidate commencing study in October 2020 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)
01/10/20 – 30/09/23: Full-time (36 months) (+ 12 months over-time if required)	01/10/20 – 30/09/21: Full-time (12 months) (equivalent to 1/3 of a full-time period of study) 01/10/20 – 31/01/24: 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