***COMPLETED FORM NEEDS TO BE SENT DIRECTLY TO THE GRADUATE SCHOOL***

**UNIVERSITY OF ROEHAMPTON**

**RESEARCH DEGREES COMMITTEE**

**APPLICATION FOR A CHANGE IN MODE OF STUDY**

***Please copy in your department research degrees convenor when sending this completed form to the Graduate School for approval.***

Please type this form or complete it in black ink and in block capitals and, when signed, return it to the Graduate School

SECTION 1: REGISTRATION DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme:** | **MPhil** | **PhD** | **PsychD Counselling Psychology**  **DTh Practical Theology**  **PhD Prof Education** |

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|  |

**Date of Initial Registration:**

|  |
| --- |
|  |

**Name:**

|  |
| --- |
|  |

**Student ID:**

|  |
| --- |
|  |

**School:**

SECTION 2: CHANGE IN MODE OF STUDY REQUESTED

*I wish to request the change in mode of study detailed below.*

|  |  |  |
| --- | --- | --- |
| **From (select current mode of study):** | **Part-time** | **Full-time** |

|  |  |  |
| --- | --- | --- |
| **To (proposed mode of study):** | **Part-time** | **Full-time** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **With effect from:** | **1st October** | **1st January** | **1st April** | **1st July** |

**For the following reason(s):**

|  |
| --- |
|  |

Students studying in the UK on a student visa are not usually permitted to register on a part-time basis. For overseas students, the University must report any changes to mode of attendance to the relevant authorities (e.g. UKVI). If the applicant is studying in the UK on a student visa, please flag this below. All cases will be checked. Please ensure that you send the form to the immigration team at Roehampton, [immigration@roehampton.ac.uk](mailto:immigration@roehampton.ac.uk) and have it signed before submitting to the Graduate School.

|  |  |  |  |
| --- | --- | --- | --- |
| **Visa status:** | **Not required (Home)** | **Student visa/visitor visa (Overseas)** | **Not known** |

|  |  |  |
| --- | --- | --- |
| **For office use only –** | | |
| Immigration Officer approval | Signed: | Date: |
| Printed: |

**Are you in receipt of a Scholarship/Studentship? Please note, even if your funding has now finished, please do note the scholarship/studentship that you have been in receipt of during your time at Roehampton.**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |

SECTION 3: SIGNATURES

*We agree to the candidate's request for a change in mode of study*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Director of Studies | Signed: | Date: | Department: | % supervisor load: |
| Printed: |
| Co-Supervisor | Signed: | Date: | Department: | % supervisor load: |
| Printed: |
| Co-Supervisor | Signed: | Date: | Department: | % supervisor load: |
| Printed: |

**SECTION 4: GRADUATE SCHOOL APPROVAL**

*The Graduate School approves the candidate's request for a change in mode of study*

|  |  |  |
| --- | --- | --- |
| Signature of Chair of Research Degrees Committee | Signed: | Date: |
| Printed: |