**University of Manchester**

**Faculty of Biology, Medicine and Health**

**Application to Change of Mode of Attendance (MoA)**

All PGRs must complete this form if they wish to change their mode of attendance on their programme. Changes in mode of attendance must be approved by any relevant sponsor or funding body. International PGRs on a Student Visa arae not typically be able to transfer to a part time programme.

The policy and procedures to outline Changes to Degrees can be found within the University’s Code of Practice for Postgraduate Researchers <https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/>

Once completed, this signed form and any supporting documentation should be sent to FBMH.doctoralacademy.support@manchester.ac.uk

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| **SECTION 1 – to be completed by the PGR** |
| **PGR Name:** | **ID Number:** |
| **Current Programme:** | **Start** **Date:** |
| **Current MoA: FT [ ]  PT [ ]** **For part-time, indicate %** | **New MoA: FT [ ]  PT [ ]** **For part-time, indicate %** |
| **Effective Date of Change of MoA:** | **New Programme End Date:** |
| **Funding/Sponsorship:**Please give details of your source of funding: Please confirm you have checked and are aware of any funding body terms and conditions on changing mode of attendance: [ ]   |
| **Circumstances:** |
| **PGR Declaration**I confirm that I have discussed my intention to change my mode of attendance (MoA) with my supervisor and I understand the implications of changing my MoA at this point in my studies [ ] I am aware that I will need to check my revised eProg milestones should the request be approved to ensure future dated milestones reflect the change [ ] **Signed: Date:** |
| **Are you registered with the Disability Advisory and Support Service** (DASS)?: Y/N |
| **SECTION 2 – to be completed by the Supervisor** |
| I confirm that the above named PGR has discussed this request to change their mode of attendance with me and that I support/reject their application:Approve **[ ]** Reject **[ ]** **Additional Comments:***Please confirm that the project remains feasible with this change in mode of attendance and note any issues relating to progress or project completion timescales* |
| **Supervisor Name:**  |
| **Supervisor Signature:**  | **Date:** |
| **SECTION 3 – to be completed by the** [**Division Senior** **Tutor**](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) |
| **Comments** |
| **Division Senior Tutor Signature:****Division Senior Tutor Name: (Please Print)** | **Date:** |
| *Senior Tutors should delete this documentation and any supporting evidence following confirmation of the outcome from the Doctoral Academy.* |

**Application to Change of Mode of Attendance Instructions:**

1. If you are considering applying for a change in MoA, help and advice can be obtained from the Doctoral Academy by contacting FBMH.doctoralacademy.support@manchester.ac.uk
2. Applications for a change to your mode of attendance must be made in advance. Retrospective requests will only be considered in the most exceptional circumstances
3. You should aim to change mode of attendance at your re-registration date where possible.
4. If you wish to discuss your request in person you should contact your [Division Senior Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/) or the Doctoral Academy
5. Note that changes in MoA within the final six months of the programme will only be approved under exceptional circumstances
6. If the change in mode of attendance is approved by the Faculty the due dates of your eProg progress milestones will be updated accordingly. You may find additional milestones on your pathway if you change to part time attendance.
7. Your new programme end date will be calculated against the part-time or full-time attendance rate. Your tuition fees will also be recalculated according to your new mode of attendance. Please note that this recalculation will be for the full term in which the registration session in which MoA takes place.
8. If you are in receipt of a stipend this will be affected by a change in mode of attendance. If the change in mode of attendance is applied retrospectively you will be contacted to discuss managing any stipend overpayment (if applicable).
9. After completing the form, direct the form to your Supervisor and ask them to complete ‘Section 2 – Supervisor’. Once they have completed section 2, you must then ensure that the completed form is signed off by your [Senior Division Tutor](https://www.bmh.manchester.ac.uk/doctoral-academy/essential-information/contacts/academic/)
10. The outcome will be formally notified in writing as soon as possible by the Doctoral Academy.

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