**Change to Study Form (PGR)**

Use this form if you are a Postgraduate Researcher (PGR) who wants to apply for a change to study. All questions are mandatory unless otherwise indicated.



**SECTION 1: PGR**

**Personal Details**

**Full Name:**

**ID Number:**

**School:**

**Department:**

**The change to study type you wish to apply for:**

Highlight one option from the list to indicate which type of ‘change to study’ that you are applying for:

* Change to mode of attendance
* Change to academic programme
* Change to academic programme & mode of attendance

**Change to mode of attendance only:**

Confirm the mode of attendance type that you want to change to by highlighting an option from the list:

* On Campus
* Distance Learning
* Not applicable

Confirm the change to the type of registration that you want to change to by highlighting an option from the list:

* Full time
* Part time
* Not applicable

*Please note that there are certain VISA restrictions for International PGRs with regard to part-time and distance-learning options.*

**Change to Academic Programme only:**

What is the degree level of the new programme?

What is the title of the new programme?

**Your intended start date**

When do you want this change to start from?

If the date you have selected has passed. Tell us why you want to backdate the change to study request.

**Change to Study Reasons**

Highlight one option from the list, which best describes the reason for your change to study request:

|  |
| --- |
| **Reason** |
| Financial reasons  Health reasons  Chosen wrong field of study  Finding academic or clinical programme too difficult  Academic or clinical programme is not as expected  Quality of teaching  Timetabling is inconvenient  Clinical area not supportive  Employment demands  Lack of commitment  Personal/Family  Other |

Tell us about why you are requesting a change to study. Provide us with as much detail as possible.

**Is this request related to a disability, mental or physical illness or learning difficulties that you have? If ‘Yes’, the University may need to consult with the Disability Advisory and Support Service (DASS) to consider your request.**

Please highlight:

Yes

No

Unsure

The [Disability Advisory and Support Service (DASS)](http://www.dass.manchester.ac.uk/) provides support to students with a range of difficulties including, but not limited to: autism spectrum condition (ASC), dyslexia, dyspraxia and other specific learning difficulties; mental health difficulties; mobility impairments; sensory impairments; unseen disabilities like epilepsy, HIV, AIDS and chronic fatigue.

**If you are not already registered with DASS, we would like to make a confidential referral to the service for you, so that they can explain what support you can access.**

Do you consent to a DASS referral?

Do you consent to a DASS referral?

Yes

No

Already registered with DASS

**Supporting evidence**

**We ask you to provide independent evidence, if possible, such as official letters, Doctor's notes, certificates and statements to support your application. Please submit any evidence alongside your application form.**

**Can we share any supporting evidence with your supervisory team?**

Yes

No

If you would prefer us not to share any supporting evidence with your supervisory team, then contact the appropriate Doctoral Academy in advance of submitting this application. Please note that if you request to restrict access to the evidence you provide, your supervisory team will still be able to view all the other information in this form.

**Accommodation**

**Are you currently living in University accommodation? Please highlight:**

Yes

No

**To be completed by International PGRs**

**Are you an international PGR or student who will require a new visa if your change to programme is approved? If you are not sure,** [**refer to guidance**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/changes-during-your-studies/changes-to-your-studies/) **or seek advice from the** [**Student Immigration Team**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/)**.**

Yes

No

**If ‘Yes’, then has a new visa been arranged?**

Yes

No

**Are you an international PGR who will require ATAS approval if your change to programme is approved? If you are not sure,** [**refer to guidance**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/atas/) **or seek advice from the** [**Student Immigration Team**](https://www.studentsupport.manchester.ac.uk/immigration-and-visas/)**.**

Yes

No

*If ‘Yes’, then please submit your ATAS approval alongside your application form. If you do not yet have your ATAS certificate, then this will need to be provided to your Administration Team as soon as possible for the outcome of your application to be recorded on the Student System.*

**Funding**

**Are you in receipt of a Studentship or a Government Doctoral Loan?**

Yes

No

**If yes please provide us with full details of your funding source:**

**If yes are you eligible to this change to programme based on your sponsor/funder’s terms and conditions? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your sponsor/funder require you to notify them of any change in your circumstances, you must contact your funder and/or loan provider.

**Have you notified your sponsor, funder and/or loan provider? Please highlight:**

Yes

No

Not Applicable

If the terms and conditions of your funder require that you receive confirmation from them that you are eligible to apply for a change to programme, you must wait for this confirmation before applying.

**Have you have received confirmation from your funder? Please highlight:**

Yes

No

Not Applicable

*If you are currently waiting to receive confirmation from your funder, we recommend that you submit this form only when you can provide the evidence alongside the application.*

**Declarations**

By submitting this form you declare that the information given is accurate to the best of your knowledge. Falsification of information as part of this application may be a student disciplinary matter and may lead to this request not being processed.

The personal information that you provide in this form is processed by The University of Manchester in accordance with UK data protection law. For further information about how we use your personal information and to find out about your data protection rights, see our [privacy notices](https://www.manchester.ac.uk/discover/privacy-information/data-protection/privacy-notices/).

By submitting this form, you confirm that you understand and consent to the University processing and storing your personal information.

It is your responsibility to read the following relevant University guidelines and policies on requesting a change to study: 

* [Change of Circumstances for PGRs Policy](https://www.staffnet.manchester.ac.uk/rbe/rdrd/code/#d.en.866096)

By submitting this form, you confirm that you have read and understood the relevant University guidelines and policies on requesting a change to study.

You are encouraged to talk to somebody in your [Doctoral Academy or School](mailto:fse.doctoralacademy.support@manchester.ac.uk.) about your situation before applying for a change to study. This will help determine if it is the most suitable arrangement for you.

**If you have discussed your intentions with any members of University of Manchester staff, please confirm their names and job titles below:**

By submitting your form you also confirm that you understand the financial, academic and visa implications of a change to study and remember to include all supplementary evidence / documents.

**Please submit your form to the** [**Doctoral Academy**](mailto:fse.doctoralacademy.support@manchester.ac.uk.)