

Change of Study Mode guidance

Please read the general guidance at the top of this page before continuing. The Change of Study Mode Form can be found at the link at the bottom of the page, but you are strongly advised to read the guidance first.

Applications for switching to part-time registration can be made by students who need to spread their studies over a longer period if they are in one or more of the following categories and provided appropriate part-time study support can be provided by the School through application of reasonable adjustments:

- employed or self-employed where the employment is in excess of 20 hours per week;
- on the basis of a protected characteristic recognised in the Equality Act 2010 which precludes undertaking full-time study; and
- are not restricted by funding or visa conditions related to their registration.

You will need to submit documentary evidence with your request.

- If you are applying on health grounds your medical evidence needs to explain how your condition(s) impact your ability to study.
- If you are applying on employment grounds, you will need to provide a copy of your contract or a letter from your employer that confirms that you are working/ will be working for more than 20 hours per week.
- If you are applying on grounds of childcare, you will need to provide a copy of the child's birth certificate.

If you need a student visa to study in the UK, you CANNOT change to part-time status. If you have a different kind of immigration status, it may be possible to switch to part time status but please seek advice from the [Student Advice and Engagement Team](#).

If you are funded by the School or ESRC/AHRC, you will need to contact the [Financial Support Office](#) to discuss your situation.

You can contact the School's [Disability and Mental Health Service](#) to see what support services are available for you to access to help support you and this is particularly important if you are applying on health grounds.

You can also consult the [PhD Academy's webpages](#) to see what events, training and 1-2-1 coaching sessions may be of use to you.

You will need to submit a work completion plan as part of your application. You should discuss your work completion timetable, support and supervisory arrangements with your supervisor. Particular attention should be focused on how, given the reason(s) for the part time status request, your PhD thesis will be managed successfully. This includes what support and supervision will be put in place for you and how you will maintain regular engagement with the programme.

Your work plan should be broken down as follows:

- a. The work completion timetable should outline what work has been completed on your thesis and what work remains to be completed and by when.
- b. An outline of what support and supervision will be in place should be provided. This section should outline what supervisory arrangements will be in place and ideally quantify how many supervisory meetings are to take place. The section should also outline what support you will be receiving both from the School and outside of the School.

It is advised that your work completion plan is written in a chapter-by-chapter approach with the aim that it is clear to the RDSC Chair how much work you have completed to date and what remains to be completed and by when. You could use the following model for each chapter:

I have completed xxx or x amount in terms of fieldwork/data collection and I still have to complete xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates)

I have written up/drafted x amount of the chapter. I still need to draft xxx. This will be completed between xxxx and xxxx or by xxxx (insert dates).

Please note that you are advised to draft your work plan in Word and then paste into the online form as you are unable to save the work plan as a draft before submitting it to the PhD Academy.

The request will be considered by your department and the Chair of the Research Degrees Sub-Committee. If approved your submission deadline will be updated accordingly.

The Change of Study Mode Form can be accessed through the [online portal](#).

September 2024