## REQUEST TO CHANGE MODE OF STUDY FORM (MID-LEVEL)

## This form must be completed where a student wishes to request a change of mode of study partway through a level of study.

Changes of mode of study (from full-time to part-time or from part-time to full-time) can normally only be requested **prior to the start of the level of study** or **at most 4 weeks** after the start of the level of study. Such requests should be made via MyTSD or the appropriate form.For further guidance on the process, please contact your Institute or Registry. In exceptional cases, a student may be permitted to change mode of study outside of the normal timeframe.

International students with student leave to remain in the UK are **not permitted to change mode of study** from full-time to part-time and remain in the UK as a student.

Students who have **completed Part I of a Taught Master’s Degree will not be permitted to change mode of study during Part II** unless there are extremely compelling reasons to do so.

This form should only be completed if a student wishes to request a change of mode of study **more than 4 weeks after the start of the current level of study (including a part-time student who has completed a year of part-time study).**

You should complete sections 1 to 4 of the form, ensuring that you provide independent evidence to support your application. You should then arrange for your **Programme Manager** to complete sections 5 and 6. The completed form should be sent to the Academic Office for consideration **only after all sections have been fully completed**.

**Please read the guidance notes at the rear of this form and ensure that ALL sections of the form are completed.  
  
You must contact Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution as well as consult with your sponsor to obtain a clear understanding of the funding/visa implications before requesting a change to mode of study. In approving a request, the University is not guaranteeing the continuation of any external grant or loan.**

The Academic Office will inform you of the final official decision on your request via email.   
  
**You must not assume that your request has been approved until you receive formal notification of the decision.**

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| The fully completed form with your supporting evidence should be emailed to: [**aocases@uwtsd.ac.uk**](mailto:aocases@uwtsd.ac.uk) |

**The University will normally acknowledge receipt of your request and provide you with any updates and an outcome by email; therefore it is important that you check your University and personal email accounts regularly.**

**This form is available electronically from the Academic Office web pages:** <http://www.uwtsd.ac.uk/academic-office/>

1. **Student Details:**

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| --- | --- | --- | --- |
| Student name: |  | | |
| Student number: |  | | |
| Address: |  | | |
| Telephone number: |  | | |
| E-mail address: |  | | |
| Programme of study: |  | | |
| Level of study: |  | | |
| Institute: |  | | |
| Campus: |  | | |
| Current mode of study: | Full-time | Part-time | Distance learning |
| Details of any previous changes of mode of study: |  | | |

1. **Details of requested change:**

|  |  |
| --- | --- |
| **Full-time to part-time** | **Part-time to full-time** |

The request, if approved, will normally take effect from the date the completed application is received by your Programme Manager. Requests cannot normally be backdated unless compelling independent evidence is provided and full support given by your Programme Manager with genuine reasons as to why your request was not submitted in a timely manner.

1. **Concisely explain why it is necessary to request a change of mode of study:**

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1. **Verifiable independent documentary evidence:** List the documentation which you have attached in support of your request. Please note that we will **NOT** seek evidence on your behalf – **it is your responsibility to provide this as part of your application**. It is your responsibility to provide a translation undertaken by an accredited translator for any material not in English or Welsh – untranslated documents will not be considered.

**Please do not attach photos of a graphic nature such as injuries or body parts which will not be accepted – only verifiable independent documentary evidence is required.**

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| *If you are still awaiting evidence, you should indicate the expected date this will be submitted.* |

**Once you have completed the above sections, you should sign this form and then send it to your Programme Manager and ask them to complete sections 5 and 6. You should NOT submit this form to the Academic Office unless sections 5 and 6 have been completed by the appropriate member of staff.**

**PLEASE NOTE: YOUR APPLICATION WILL NOT BE PROCESSED UNLESS ALL SECTIONS HAVE BEEN FULLY COMPLETED AND SUPPORTING EVIDENCE IS PROVIDED.**

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| I have consulted with my sponsor to obtain a clear understanding of the funding implications before requesting this change to mode of study and I understand that in approving a request, the University is not guaranteeing the continuation of any external grant or loan. **Submitting a false request or false documentation is a serious matter and would be regarded as an attempt to gain unfair advantage. This would be an academic offence and would be dealt with under the Academic Misconduct or Non-Academic Misconduct Procedures. The University reserves the right to check on the validity of any document(s) you submit or statements you make in this request.**  **By typing your name in the box below you are signing this form electronically.** | | | |
| **Signature of Student:** |  | **Date:** |  |

1. **Programme Manager consideration of request:**

|  |  |
| --- | --- |
| **Date application received from student:** | |
| **Supported** | **Not Supported** |
| *The Programme Manager* ***MUST*** *provide a statement that shows that the situation has been evaluated and whether or not the request to change the mode of study is considered appropriate. If the student has asked that their request is backdated and this is supported by the Programme Manager, an explanation must be given detailing why the form was not submitted in a timely manner.* | |

1. **Details of modules studied and plan for completion of level after change of mode of study:**

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| *The Programme Manager* ***MUST*** *provide details of how the change of mode will be accommodated without disadvantaging the student (it is important to list all modules completed to date, provide clarification on how partially completed modules will be handled and give a clear plan for completion of any outstanding modules in the level):* |

**By typing your name in the box below you are signing this form electronically.**

|  |  |
| --- | --- |
| Name of member of staff: |  |
| Signature: |  |
| Date: |  |

### GUIDANCE NOTES FOR STUDENTS REQUESTING TO CHANGE MODE OF STUDY

***Section 2 – Requested change***

Please indicate whether you wish to change from full-time to part-time or from part-time to full-time. The request, if approved, will normally take effect from the date the completed application is received by your Programme Manager. Requests cannot normally be backdated unless compelling independent evidence is provided and full support given by your Programme Manager with genuine reasons as to why your request was not submitted in a timely manner.

***Section 3 – Explanation of why change of mode of study requested***

You should use this section to set out a full and reasoned case for requesting the change of mode of study, ensuring that you fully explain how and why the change to mode of study will allow you to complete your award and why this change is needed.

***Section 4 – Supporting evidence for request***

You must make sure that you provide appropriate supporting independent evidence. Incomplete applications will not be considered.

***Sections 5 and 6 – Completed by Programme Manager***

You must ask your Programme Manager to complete sections 5 and 6 of this form. Your Programme Manager must provide a statement indicating whether or not they support the request and list all modules completed to date as well as provide clarification on how partially completed modules will be handled and give a clear plan for completion of any outstanding modules in the level.

The completed form should be sent to the Academic Office for consideration. You will be informed in writing of the decision.

***Funding Issues***

You must contact Student Services’ Money Support Team (in Wales) or Campus Finance Team (in Birmingham or London) or equivalent at a Collaborative Partnership Institution as well as consult your sponsor to obtain a clear understanding of the funding/visa implications before requesting a change to mode of study. In approving a request, the University is not guaranteeing the continuation of any external grant or loan. Once a change of mode of study has been approved, it can only be reversed by requesting a further change of mode of study (but see the guidance note on additional changes to mode of study below and note that failure to ensure continuity of funding when requesting a change of mode of study is not considered an extremely compelling reason).

***Benefits***

Your mode of study status may affect funding/benefits for which you can apply. If you live in the UK, you may not be entitled to Council Tax exemption if you change from full-time to part-time mode of study.

***Implications for the immigration status of overseas students***

If you are an overseas student and have student leave to remain in the UK, you will not be permitted to change your mode of study from full-time to part-time and remain in the UK as a student.

***Taught Master’s students on Part II (Dissertation)***

Students who have completed Part I of a Taught Master’s Degree will not be permitted to change mode of study during Part II unless there are **extremely** compelling reasons to do so.

***Additional changes to mode of study***

Students who have previously changed mode of study will not normally be permitted to change mode of study for a second time unless there are **extremely** compelling reasons to do so.

***Review of decision not to approve request***

If your application for a change of mode of study is not granted, you may be able to request that the decision be reviewed by completing the **Request for Review of Outcome Form (Appendix SC11)** and submitting this no later than 14 days after the notification of the decision. Please see section 25 of the University’s Mitigating Circumstances Policy for details of the procedures for requesting a review of the decision and the grounds on which a review may be requested.

Further information can be found in the University’s Mitigating Circumstances Policy at: <https://www.uwtsd.ac.uk/about/academic-office/academic-quality-handbook>

**THIS DOCUMENT IS ALSO AVAILABLE IN WELSH**