# REQUEST FOR A CHANGE TO MODE OF ATTENDANCE (PGR)

All sections of this form must be completed. The completed form should be submitted to the **Doctoral Research Office (**[**dro@reading.ac.uk**](mailto:dro@reading.ac.uk)**)** for consideration by the Head of the Doctoral Research Office. Further information for students considering a change to their mode of attendance can be found at the end of this form.

## TO BE COMPLETED BY THE STUDENT

Please note that by submitting this form you are confirming that you are fully aware of the implications of a change to your mode of attendance and you agree to a change in fees from the date of change.

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| **Student name** | Click or tap here to enter text. |
| **Student number** | Click or tap here to enter text. |
| **School/Department** | Click or tap here to enter text. |
| **Programme** | Click or tap here to enter text. |
| **Registration start date** | Click or tap to enter a date. |
| **Maximum registration date** | Click or tap to enter a date. |
| **Do you hold a UK visa?** | Choose an item. |

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| **Current mode of attendance** | Choose an item. |
| **New mode of attendance** | Choose an item. |
| **Request date of change** | Click or tap to enter a date. |
| **Statement giving reasons for requesting a change to mode of attendance** | Click or tap here to enter text. |
| **Any further details, including previous extensions or suspensions** | Click or tap here to enter text. |

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| **Are you in receipt of a studentship/scholarship?** | Choose an item. |
| **Name of funding body** | Click or tap here to enter text. |
| **Has the funding body been informed?** | Choose an item. |

## TO BE COMPLETED BY THE SCHOOL/DEPARTMENT

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| **Statement of support from supervisor** | Click or tap here to enter text. |
| **Revised research expense schedule (if applicable)** | Click or tap here to enter text. |
| **Please confirm that the following points have been discussed with the student in relation to the transfer** | Supervisory meetings  Training needs  Timescale to completion |

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| **Name of supervisor** | Click or tap here to enter text. |
| **Signature of supervisor** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

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| **Name of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Signature of School/Dept Director of PGR Studies OR Director of Research** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

## TO BE COMPLETED BY THE DOCTORAL RESEARCH OFFICE

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| **Approved?** | Choose an item. |
| **Approved by Head of Doctoral Research Office** | Click or tap here to enter text. |
| **Date** | Click or tap to enter a date. |

**INFORMATION FOR POSTGRADUATE RESEARCH STUDENTS CONSIDERING REQUESTING A CHANGE TO THEIR MODE OF ATTENDANCE**

## REGISTRATION DATES

If you are changing from a full-time mode of attendance to a part-time mode of attendance (or vice versa), then your registration dates will be recalculated from the date of change based on the number of months of active registration that you have completed. Please note that part-time registration is not 50% of full-time registration so you should not expect your registration dates to simply double or halve. The minimum registration ratio of full-time to part-time is 3:4 (full-time students may submit after 3 years; part-time students after 4 years) and the maximum registration ratio of full-time to part-time is 4:6 (full-time students must submit within 4 years; part-time students within 6 years) and registration dates are recalculated in line with these ratios.

If you would like further information on how your registration dates would change prior to submitting this request, please contact the Doctoral Research Office in the first instance.

## FEES

Fees for your current academic year will be recalculated on a pro-rata basis from the date of change. For example: if you were to switch from full-time to part-time after completing six months of your academic year, your fees would be recalculated to six months at the standard full-time rate plus six months at the standard part-time rate. Fees for subsequent academic years will then be charged at the standard tuition fee rate (either pro rata or in full) until your minimum registration date, when you will be charged at the continuation fee rate each academic year (either pro rata or in full) thereafter until your maximum registration date.

If you would like further information on how your fees would change prior to submitting this request, please contact the Doctoral Research Office in the first instance.

## RESEARCH EXPENSES

If you also pay research expenses, any change to the payment schedule should be discussed with your supervisory team. The overall amount for your project will remain the same but it may be possible to spread the payments over a longer duration, depending on your registration dates.

## SPONSORED STUDENTS

Students should ensure that they have sought approval to change their mode of attendance from their sponsor before submitting this request. Failure to do so may result in the funding body withdrawing sponsorship for the new mode of attendance.

## STUDENTSHIPS

If you are in receipt of a studentship paying a maintenance grant (or stipend) which is administered by the University then the payments may change to a different rate or may stop altogether. Please ensure that you contact your funding body to confirm the impact that any change to your mode of attendance will have on your studentship.

## COUNCIL TAX

You do not have to pay Council Tax while you are enrolled as a full-time student. However, you may be liable for Council Tax from the date of change if you are changing from full-time.

It is the student’s responsibility to inform their local authority of their change in mode of attendance and to discuss the implications on Council Tax liability. If you require a letter confirming your status please contact the Doctoral Research Office.

## OTHER BENEFITS

If you are changing your mode of attendance from full-time, then there may be other benefits that you will no longer be eligible (for example, the 16-25 Railcard).

## IMMIGRATION

Please contact the Doctoral Research Office to discuss the implications of a change to your mode of attendance if you are either currently in the UK on a Tier 4/Student visa or will require a Student visa in order to study in the UK.

Last Updated: 20 October 2023