# **PGR Mode of Attendance Change Form**

If you would like to change your mode of study from full-time to part-time or part-time to full-time, please speak with the PGR Admin Team and your supervisors in the first instance for advice and guidance. Mode changes are permitted during the Minimum Period of Registration (MPR) but not during the Continuation/Writing-up Period.

**PLEASE READ THIS APPLICATION GUIDANCE BEFORE COMPLETING SECTION 1 OF THE FORM**

**Financial Implications**

If you are in receipt of a foreign loan or scholarship, please contact [foreignloans@kent.ac.uk](mailto:foreignloans@kent.ac.uk) or [scholarships@kent.ac.uk](mailto:scholarships@kent.ac.uk) for advice prior to submitting your application for clarification that the course change will not impact any existing arrangements.

**Student Visa**

Please note that overseas students attending on a Student Visa (previously Tier 4) or other student immigration permission are not permitted to change mode of attendance from full-time to part-time, as the University do not sponsor part-time study

**Additional Advice and Guidance**

Should you need any additional advice, please contact [Kent Union Advice Service](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fksu.co.uk%2Fhere-for-you%2Fadvice&data=05%7C02%7CA.J.Whiffen%40kent.ac.uk%7C1e5b1575a8794cb0c3b508dcaca47b38%7C51a9fa563f32449aa7213e3f49aa5e9a%7C0%7C0%7C638575069646230448%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=hK%2FaQdrKbMuSkpNA5%2FubbAKJjeQD5%2FKT2edwfKBg1O0%3D&reserved=0).

## Section 1 – to be completed by the Student

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Last Name: |  |
| Email Address: |  | Kent ID No.: |  |
| School: |  | Division: |  |
| Award: (eg MA-R/MSc-R/MPhil/PhD) |  | Course Title: |  |
| Course Start Date: |  | Course End Date: |  |
| Supervisor(s): |  | Current Mode of Attendance: | Full-Time  Part-Time |
| Funder (if applicable): |  | Student Visa (Previously Tier 4): | Yes  No |
| New Mode of Attendance: | Full-Time  Part-Time | New Mode Effective Date: |  |
| Reason for Change: |  | | |
| Student: | e-signature:  Date: | | |

## Section 2 – to be completed by the PGR Admin Team

|  |  |  |  |
| --- | --- | --- | --- |
| Date Received: |  | New Expected Completion Date: |  |

## Section 3 – to be completed by the Supervisor

|  |  |
| --- | --- |
| Please indicate your approval for the mode change and make any comments below: | |
|  | |
| Supervisor: | Print name and e-signature:  Date: |

## Section 4 – to be completed by the Divisional Director of Graduate Studies

|  |  |
| --- | --- |
| Please indicate your approval for the mode change and make any comments below: | |
|  | |
| Divisional Director of Graduate Studies: | Print name and e-signature:  Date: |