**Change to Mode of Study**

Research students should use this form to request a change in their mode of study between full-time and part-time. It is expected that an application for a Change to Mode of Study will include a revised plan for thesis completion. This plan must have been reviewed by your senior supervisor.

There are two usual modes of study for research students:

* 1.0 EFTS (full-time);
* 0.65 EFTS (part-time).

A Change to Mode of Study will affect your thesis final submission date, as this date is based on a specified number of EFTS from first enrolment. You will be informed of your adjusted final submission date if your request is approved.

Please note that doctoral study is expected to be a full-time commitment (excluding EdD Part I and DHSc Part I which are part-time)unless circumstances prevent this.

We recommend that doctoral students book an appointment with a Kaitoko | Research Student Advisor within Te Kura Tāura to discuss their individual circumstances and obtain advice before applying for a change to their mode of study. We recommend that research Master’s students discuss with their Faculty Student Advisors or Graduate Research Coordinator to confirm whether part-time study is permitted under the Regulations of their specific degree prior to applying.

Please note:

* Changes to Mode of Study can only be applied for in whole months.
* Requests for a Change to Mode of Study will be considered in line with relevant Regulations and Policies.
* If approved, a Change to Mode of Study is applied to the remaining time you have in the programme. If you are intending to change your mode of study for a portion of your programme only, you will need to submit this form twice; once to move to the new mode of study and again to return.
* If you have any queries regarding fees, please email [thesis-enrolment@canterbury.ac.nz](mailto:thesis-enrolment@canterbury.ac.nz) or visit the Thesis Enrolment team in Te Pātaka (Level 3, Puaka-James Hight).
* Where a student is funded by a student loan, the impacts of requesting this change to study should be discussed with the loan provider prior to applying.

**PhD students** may be approved a part-time study option at 0.35 EFTS if considerable exceptional circumstances apply. Unlike other options the application for 0.35 EFTS must be requested for a specified duration (in months). This option is only available for a maximum of 12 months over the entire duration of the PhD. This option is not available for students enrolled in other thesis papers.

**DHSc and EdD students** are enrolled part-time in Part I of their degree. They can choose to switch to full-time for Part II. However, they will need to request this change by completing this form. Otherwise, their enrolment will continue to be part-time following completion of Part I of the programme.

**International students** are expected to be enrolled full-time and are advised to speak with the Thesis Enrolment team to discuss their individual circumstances, including potential visa implications, prior to applying for a change to their study. If a student requires personalised advice regarding visas and immigration status, they should contact [Immigration New Zealand](https://www.immigration.govt.nz/).

**Section A**

*This section should be completed by the student. Before applying for any change in your study, you must first discuss the matter with your supervisors.*

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |

|  |  |  |
| --- | --- | --- |
| What is your **current** mode of study: | 1.0 EFTS (full-time)  0.65 EFTS (part-time) | |
| What is your **proposed** new mode of study: | 1.0 EFTS (full-time)  0.65 EFTS (part-time) | |
| Proposed new mode start date: |  | |
| Reason(s) for request:  *Check all that apply.* | Academic reasons  Family/Whānau commitments  Financial reasons  Health issues | Personal circumstances  Work commitments  Other |
| **PhD Students Only** | | |
| I wish to apply for the 0.35 EFTS (exceptional part-time) option: | Yes | |
| I request the following number of months at 0.35 EFTS enrolment: |  | |
| **What mode of study would you like your enrolment to revert to at the end of your 0.35 EFTS enrolment?** | 1.0 EFTS (full-time)  0.65 EFTS (part-time) | |

|  |  |
| --- | --- |
| Please elaborate on the reason for your request:  *Supply detailed information and append any supporting evidence.*  *If the reason(s) for this request are private/confidential, please indicate the severity of the impacts of any issues.* |  |
| Using bullet points only, please detail which chapters/research tasks have been completed to date: |  |
| Using bullet points only, please provide a proposed plan for thesis completion, that includes estimated delivery dates for each relevant chapter/research task, considering the requested Change to Mode of Study: |  |
| Please note any further information you would like the relevant Dean to consider in their decision making: |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR SENIOR SUPERVISOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section B**

*This section should be completed by the Senior Supervisor. The Senior Supervisor should meet with the student and discuss the implications of making changes to their study before supporting any request.*

Is the revised plan to thesis completion realistic?

Yes

No

If moving to part-time, are you able to continue as senior supervisor until the proposed new completion date?

Yes

No

Not applicable

Do you support this request?

Yes

No

|  |  |
| --- | --- |
| Please add any further comments here, with a more detailed description if you have answered “no” to any of the questions above:  *Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision.*  *This section must be completed.* |  |
| Name/e-signature: |  |
| Date: |  |

**PLEASE FORWARD THE FORM TO YOUR HEAD OF DEPARTMENT/SCHOOL OR THEIR DELEGATE**

***You must ensure that any supporting documents are submitted along with the application.***

**Section C**

*This section should be completed by the Head of Department/School (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

Do you support this request?

Yes

No

|  |  |
| --- | --- |
| Please add any further comments here:   *Please comment on any areas of concern, e.g., effects of this change on the timeline for degree completion, availability of resourcing and supervision.* |  |
| Name/e-signature: |  |
| Date: |  |

**FOR DOCTORAL APPLICATIONS, PLEASE FORWARD TO** [**GRADUATESCHOOL@CANTERBURY.AC.NZ**](mailto:graduateschool@canterbury.ac.nz)

**FOR RESEARCH MASTER’S APPLICATIONS, PLEASE FORWARD TO THE RELEVANT ADMINISTRATOR**

***You must ensure that any supporting documents are submitted along with the application.***

**Section D**

*This section should be completed by the Relevant Dean (or the person/s with appropriate delegated authority under UC’s Academic and Research Delegations).*

This request is:

Approved

Approved with conditions (specify below)

Declined

|  |  |
| --- | --- |
| Please add any further comments here:  Include any required conditions for continued enrolment and any reasons for declining a requested change. |  |
| Name/e-signature: |  |
| Date: |  |