**PGR STUDENT: CHANGE OF STATUS APPLICATION FORM**

Further guidance on amendments to PGR student registration period is available online in the [KDA handbook](https://sway.office.com/MVkbtt6MPdNIwWrv?ref=Link).

**To be completed by the student and/or PGR Administrator:**

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| **Section A: Student Details** | | | | | | |
| Name of student: | |  | Student No. |  | | |
| Research Home: | | FMHS / HUMSS / NATSCI | | | | |
| Lead supervisor: | |  | | | | |
| Degree registered for: | |  | Current MoA: | FT / PT | | |
| Start date: | |  | End date: |  | | |
| Do you have a Learning Support Plan in place? | | | | | YES / NO | |
| If so, do you require any reasonable adjustments to be implemented during your studies as a result of a disability or dyslexia? | | | | | YES / NO | |
| Request: | | | | | | |
| Transfer requested by the student:  **Full-Time to Part-Time Continuation (writing up)**  **Part-Time to Full-Time Doctoral degree to MPhil/MRes equivalent**  **Distance learning to campus-based**  **Campus-based to distance learning**    *Before submitting this request, students should review the* [*KDA handbook*](https://sway.office.com/MVkbtt6MPdNIwWrv?ref=Link) *for guidance, noting the tuition fees liable following a change of status.*  *To request an extension or a leave of absence, please use respectively named forms.*  *Where a request is being made to transfer from campus-based to distance learning, by signing this form, the student confirms they have a suitable IT setup to do attend all supervisory meetings remotely via MS Teams.*  *Where a request is being made to transfer from distance learning to campus-based, international students are required to contact Visa Compliance and apply for a student visa.*  *For changes from campus-based to distance-based learning and vice versa, there will be no change to fees as a result of this change in status.* | | | | | | |
| Briefly summarise the reason for the request: | | | |  | | |
| Date the transfer is due to come into effect: | | | |  | | |
| **Continuation requests only:**  Please confirm whether you would like to request a continuation fee waiver, in line with University [Covid-19 support.](https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrguidanceandforms/) | | | | YES / NO | | |
| Briefly summarise the reason for requesting a fee waiver (50 words maximum):  Please read the guidance documents for criteria [here](https://www.keele.ac.uk/study/postgraduateresearch/kda/researchstudents/pgrguidanceandforms/). | | | |  | | |
| Student Signature: |  | | | Date: | |  |

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| **Section B: External Implications** | | |
| What is your source of financial support for your registration period? |  | |
| Do you have a funding sponsor?  *(If yes, please review your funding regulations as this change of status may have financial implications. Please note any known implications)*  [*Student finance*](https://www.keele.ac.uk/study/studentfinancialsupport/) *can provide advice for students with financial concerns.* | YES / NO |  |
| Are you a non-UK/EU/EEA citizen and require a Student Visa to be a PGR student at Keele?  *(If yes, please contact Keele’s* [*Immigration Compliance team*](mailto:visa@keele.ac.uk) *as a change of status may affect your visa status. Please comment on any known or potential visa implications)* | YES / NO |  |

*Following completion of Sections A and B, this form should be submitted to the Lead Supervisor.*

**The Lead Supervisor should complete Section C, D, E or F:**

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| **Section C: Request to Transfer to Continuation Status**  *The Lead Supervisor should consider the student’s case for transfer to continuation mode of attendance, reflecting on the criteria set out in the PGR Code of Practice, supporting guidance and knowledge of the student’s progress:* | | | | |
| I am confident the student will submit the thesis within the maximum period of registration for their course and route as per the milestones documents accessed [here](https://www.keele.ac.uk/study/postgraduateresearch/kda/resources/pgrguidanceandforms/#pgr-milestones-(phd,-mphil-and-professional-doctorate)): | | | YES / NO | |
| The Progression Review 3 has been completed to a satisfactory standard: | | | YES / NO | |
| The Personal Development & Learning Plan (PDLP) and thesis plan with clear timescales for completion of chapters/section are in place: | | | YES / NO | |
| The work that is required up to submission of the thesis is such that it can be satisfactorily completed using only the following level of resources:   * Minimal supervision, primarily related to reading and commenting on draft thesis chapters; * Access to the library; and, * Use of computing facilities | | | YES / NO | |
| Additional comments (if necessary): | | | | |
| Recommendation of the Lead Supervisor:  The student should be permitted to transfer candidature as requested above.  The student should NOT be permitted to transfer candidature as requested above. Please explain why: | | | | |
| Lead Supervisor’s Signature: |  | Date: | |  |

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| **Section D: Request to Transfer from Full-Time to Part-Time (or PT to FT)**  *The Lead Supervisor should consider the student’s case for transfer to part-time mode of attendance (or transfer to full-time), reflecting on the PGR Code of Practice, supporting guidance and knowledge of the student’s progress:* | | | | |
| I am confident the student will be able to submit by the revised end date: | | | YES / NO | |
| Revised end date: | | |  | |
| The following issues have/will be addressed to support the student’s transfer, including the implications for contracts, e.g. research funding grants or industry sponsors (complete if relevant): | | |  | |
| Additional comments (if necessary): | | | | |
| Recommendation of the Lead Supervisor:  The student should be permitted to transfer candidature as requested above.  The student should NOT be permitted to transfer candidature as requested above. Please explain why: | | | | |
| Lead Supervisor’s Signature: |  | Date: | |  |

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| **Section E: Student request to transfer from doctoral degree to MPhil/MRes equivalent**  ***PLEASE NOTE: This section should be completed where it is a voluntary request from the student to transfer, rather than an academic failure at a progression review point.***  *The Lead Supervisor should consider the case for transfer reflecting on the PGR Code of Practice, supporting guidance and knowledge of the student’s rationale for the decision:* | | | | |
| This is a voluntary request by the student to transfer from a doctoral degree and all attempts by the University to support the student to achieve a doctoral degree have failed: | | | YES / NO | |
| I am confident the student will be able to submit their MPhil/MRes equivalent thesis by the revised end date: | | | YES / NO | |
| Revised end date: | | |  | |
| The following issues have/will be addressed to support the student’s transfer, including the implications for contracts, e.g. research funding grants or industry sponsors (complete if relevant): | | |  | |
| Additional comments (if necessary): | | | | |
| Recommendation of the Lead Supervisor:  The student should be permitted to transfer to MPhil as requested above.  The student should NOT be permitted to transfer to MPhil as requested above. Please explain why: | | | | |
| Lead Supervisor’s Signature: |  | Date: | |  |

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| **Section F: Request to Transfer from Campus-based to distance learning (or distance to Campus-based learning)**  *The Supervisory Team should consider the student’s case for transfer to online mode of attendance (or transfer to campus-based), reflecting on the PGR Code of Practice, supporting guidance and knowledge of the student’s progress:* | | | | |
| Where the request is to change from Campus-based to distance learning, the student and all members of the Supervisory team agree that this is a workable option and that access to resources can be guaranteed by the student, including computing and internet: | | | YES / NO | |
| Additional comments (if necessary): | | | | |
| Recommendation of the Lead Supervisor:  The student should be permitted to transfer candidature as requested above.  The student should NOT be permitted to transfer candidature as requested above. Please explain why: | | | | |
| Lead Supervisor’s Signature: |  | Date: | |  |

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| **Section G: FRO Postgraduate Research Committee Approval** | | | | |
| Date of consideration by Committee: | |  | | |
| The decision of the Committee is:  The student should be permitted to transfer candidature as requested above.  The student should NOT be permitted to transfer candidature as requested above. Please explain why:  **Continuation status only:**  The Faculty Postgraduate Research Committee has approved the Fee waiver: | | | | |
| PGR Director’s Signature: |  | | Date: |  |
| Print Name: |  | | | |

The fully completed form should be submitted to the PGR Administrator of the Faculty Research Office. It will then be referred to the PGR Student Records and Examinations Officer (email to: [studentrecords@keele.ac.uk](mailto:studentrecords@keele.ac.uk)) for action and reporting to the Research Degrees Committee.