

**Centre for Graduate Studies
CHANGE OF MODE OF ATTENDANCE**

Student Details:

First Name: _____ Surname: _____

Student No.: _____ Preferred Email Address: _____

Funding Body or Sponsor: _____

Programme of Study (*e.g. Masters in Social Management*): _____

Research Students Only (e.g. M. Eng, Ph.D)

Date of Last Annual Review: _____ Expected Submission Date: _____

Date of Transfer to Ph.D: _____

Change of Mode Details:

Current Mode of Attendance: Full Time Part Time

New Mode of Attendance: Full Time Part Time

Change to be Effective from: _____ (dd/mm/yyyy)

Reason for Change: _____

Student's Signature: _____ Date: _____

INTERNATIONAL STUDENTS: Please note that changes to your mode of attendance are not permitted if you have entered Malaysia on a 'student visa which is granted on the basis of full time status.

IMPORTANT:

For **Postgraduate Research** Student (e.g. M. Eng. & Ph.D) please complete **Section A below**.

For **Postgraduate Taught** Student (e.g. Masters & Ed.D) please complete **Section B below**.

Academic Approval:

Section A:

Supervisor:

Signature: _____ Date: _____

Print Name: _____

Dean of Faculty:

Signature: _____ Date: _____

Print Name: _____

Section B:

Head of Programme:

Signature: _____ Date: _____

Print Name: _____

Dean of Faculty:

Signature: _____ Date: _____

Print Name: _____

Dean of Centre for Graduate Studies:

Signature: _____ Date: _____

Print Name: _____

Note for Postgraduate Students Wishing to Change Their Mode of Attendance:

IMPORTANT: If you are being sponsored by a Research Council e.g. AHRC, NERC etc. please contact Centre for Graduate Studies **before** completing this form

Change of Mode of Attendance Process

- You will need to complete and sign a change of mode form.
- **For Research Students (e.g. M.Eng. and Ph.D):** You will need to submit the form to your department for completion of **Section A**.
For Taught Students (e.g. Masters & Ed.D): You will need to submit the form to your department for completion of **Section B**.
- Once the form has been approved by your department you must return the form to the CGS for Processing.

International Students must ensure that any change of mode does not affect their leave to remain in Malaysia.

Fee Liability

If you change your mode at the beginning of the academic year your tuition fees will be adjusted to full/part time rate as appropriate.

If you change your mode mid-session your fees will be calculated proportionally – e.g. if you commenced your programme as a full time student and decide to change your mode to part time after three months, you will be charged for three months of full time study and nine months of part time study.