**Application to Change Mode of Attendance - Undergraduate and Taught Postgraduate Students**

Students can apply to change their mode of attendance from full-time to part-time, and vice-versa, where part-time modes of attendance exist on the student’s programme.

If a student wishes to apply for a mode of attendance change, they should first approach their supervisor and discuss their options. Not all departments offer part-time study so students will need to check with their department.

Change in mode of attendance requests submitted within three months of a student’s programme end date will not be considered.

A student visa holder can only study full-time. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from one of the University's designated [immigration advisers](https://www.york.ac.uk/students/support/international/immigration/).

Once a student has spoken with their supervisor/department, and fully understood the possible implications (such as financial implications) they must complete this form.

For further information and approval criteria, please refer to Section 7 of the [Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy).

**Using this form:**

This change in mode of attendance application form has multiple sections:

* Part A should be completed by the student.
* Part B should be completed by the department only where Special Cases Approval is required.
* Part C should be completed by the Chair of the Board of Studies or their nominee.
* Part D explains the process of submitting the form.
* Part E is for Special Cases team use only.

| **Part A: Student Details** *(to be completed by the student)* | | | |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Student Number** |  | **Department** |  |
| **Programme** |  | **Visa holder** | Yes/No |

| **Current mode of attendance (delete as appropriate)** | Full time / Part time | |
| --- | --- | --- |
| **New mode of attendance (delete as appropriate)** | Full time / Part time | |
| **Date your studies began** | DD/MM/YYYY | |
| **Current year of study** e.g. stage 1 |  | |
| **Funding** e.g. Research Councils, foreign student loans, etc. |  | |
| **Reason for request** | | |
| *Please provide details of your reason for requesting a change in mode of attendance:* | | |

| **Disclaimer:**  I confirm that I am aware of the implications of this change in mode of attendance, in particular the financial implications, as outlined in Section 7.1 of the [Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy). | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Signature** |  | **Date** | DD/MM/YYYY | | |

| **Part B: Additional Information From Department** *(To be completed by the Academic Department* ***only*** *where Special Cases approval is required)* | |
| --- | --- |
| Special Cases approval is required where:   1. The mode change, for programmes that have approved part-time and full-time routes, is retrospective by more than a month (i.e. the length of time between the mode change 'effective from' date and the date on which it was approved by the Board of Studies is more than one month) 2. There is no approved part-time route | |
| **If (a) applies, please explain why the request is being submitted late:** |  |
| **If (b) applies (i.e if a part-time version of the course does not exist):** | |
| A request for change in mode of attendance where a part-time version of the course does not exist will only be approved where there is specific recommendation for full-time study in part-time attendance included in a Student Support Plan, or where there is medical evidence which explicitly confirms that this is a necessary adjustment due to disability.  If approved, the change in mode will apply only to the relevant stage of study unless specified otherwise, i.e. if the request is for a change in mode of attendance for stage 2 of a programme, a new application will need to be submitted for stage 3. | |
| **If (b) applies, please ensure all of the following information is provided:** | |
| Explanation from the Chair of Board of Studies explaining why this request is being made and why alternative forms of mitigation (for example, a period of Leave of Absence) are not appropriate: |  |
| A proposed breakdown of the modules/credits the student will complete and when: | e.g. Year 1A: 2023/24:  Semester 1: SCT00001C Module A, SCT00002C Module B,  Semester 2: SCT00003C Module C  Year 1B 2024/25:  Semester 1: SCT00004C Module D, SCT00005C Module E  Semester 2: SCT00006C Module F |
| The normal module breakdown for the programme (for comparison): |  |
| Confirmation that the student is aware of the financial implications of this change in mode: |  |
| **Supporting Evidence/ Documentation:** An updated Student Support Plan and/or medical evidence which explicitly confirms that this is a necessary adjustment due to disability | Please list the supporting evidence |

| **Part C: Authorisation of Chair of Board of Studies / Graduate Chair** | |
| --- | --- |
| I approve the recommendation for this change in mode of attendance, effective from **DD/MM/YYYY.** | |
| **Name** |  |
| **Role** e.g. Chair of Board of Studies |  |
| **Date** | DD/MM/YYYY |

| **Part D: Submission of the Form (please send as word doc not pdf)** |
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| If Special Cases approval is not required, this form must be emailed from the Chair of Board of Studies/Graduate Studies University email address or the Chair of Board of Studies/Graduate Studies must be copied into the email for the changes to be processed.  **Before the form is submitted please ensure that the following information is included:**   * Confirmation that the details the student has entered, including that the start date of the proposed mode change are correct. Change of mode of attendance can only be requested on a semester basis, and will be considered by the fees office to start on the first day of a new semester. * Details of any outside funding (ie Research Councils, foreign student loans, etc.). * Progress report stating support for mode change. * "Electronic" Signature Confirmation of Chair of the Board of Studies/Executive Committee.   Please note that Special Cases will require access to edit and comment on this form, therefore we cannot accept PDF versions. Additional evidence and relevant additional documentation can be sent as PDF’s.  Until formal approval is given, the student will remain registered on the current programme and will be expected to comply with all its requirements, including attendance at all classes.  If Special Cases approval is not required, please submit the form to [student-records@york.ac.uk](mailto:student-records@york.ac.uk)  If Special Cases approval is required, please complete section B and email the form to [scc@york.ac.uk](mailto:scc@york.ac.uk)  After the mode change request has been approved, the student and department will receive a mode of attendance change email confirmation, confirming the dates of the new mode of attendance and any conditions that may apply. |

| **Part E: To be completed by the Special Cases Officer** | | | |
| --- | --- | --- | --- |
| Case Officer Summary: | | | |
| **Case Officer Decision** | | Approve/Reject and rationale for decision | |
| **Signature** | |  | |
| **Date** | | DD/MM/YYYY | |

The Case Officer may decide that the request should be immediately approved, that amendments should be made to the request (in consultation with the student’s academic department), that further information is required from the student or their academic department, or that the request should be rejected.

A Case Officer may reject the request if any of the following apply:

1. There is insufficient information and/or supporting evidence to consider the request
2. The student has not confirmed that they are aware of the financial implications of the change in mode of attendance
3. The request is entirely retrospective
4. A part-time version of the course already exists
5. The request would place the student at an academic advantage or disadvantage relative to their peers
6. The request is being submitted within three months of a student’s programme end date