Application to change mode of attendance
(Research)

Students may wish to switch from the part-time attendance mode to the full-time attendance mode or vice versa where needed. Not all departments offer part-time study so you will need to check with your department. A student with a Tier 4 visa cannot change their mode from full-time.

Part A: Student details Please type or print in block capitals

First name ___________________ Surname ___________________

Student number _______________ Department ___________________

Tier 4 visa holder (International students only) [ ] (tick box if yes)

You may only study on a full-time course on a Tier 4 visa. 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 Immigration Advice service: www.york.ac.uk/immigration/

Programme of Study ___________________

Date your studies began ___ / ___ / ___ Current year of study e.g. Year 1 ___

Current Mode of attendance Full-time [ ] Part-time [ ]

New Mode of attendance Full-time [ ] Part-time [ ]

Reason for request ___________________

Please ensure that you have included a new timetable for completion, to reflect your new deadline.

Student’s signature ___________________ Date ___ / ___ / ___
Part B – Authorisation: To be completed by the Graduate Chair (or departmental equivalent)

I approve this change to mode of attendance.

Graduate Chair’s Name (please print) 

Signed 

Date / / 

Mode change effective from date 

/ / 

I DO NOT approve this change to mode of attendance.

Graduate Chair’s Name (please print) 

Signed 

Date / / 

If the Graduate Chair is not available, the chair of Board of Studies can authorise the request on their behalf.

When completed this form must be sent to Research Special Cases (research-special-cases@york.ac.uk) from the University email address of the Graduate Chair or the Chair must be copied into the email to be processed.