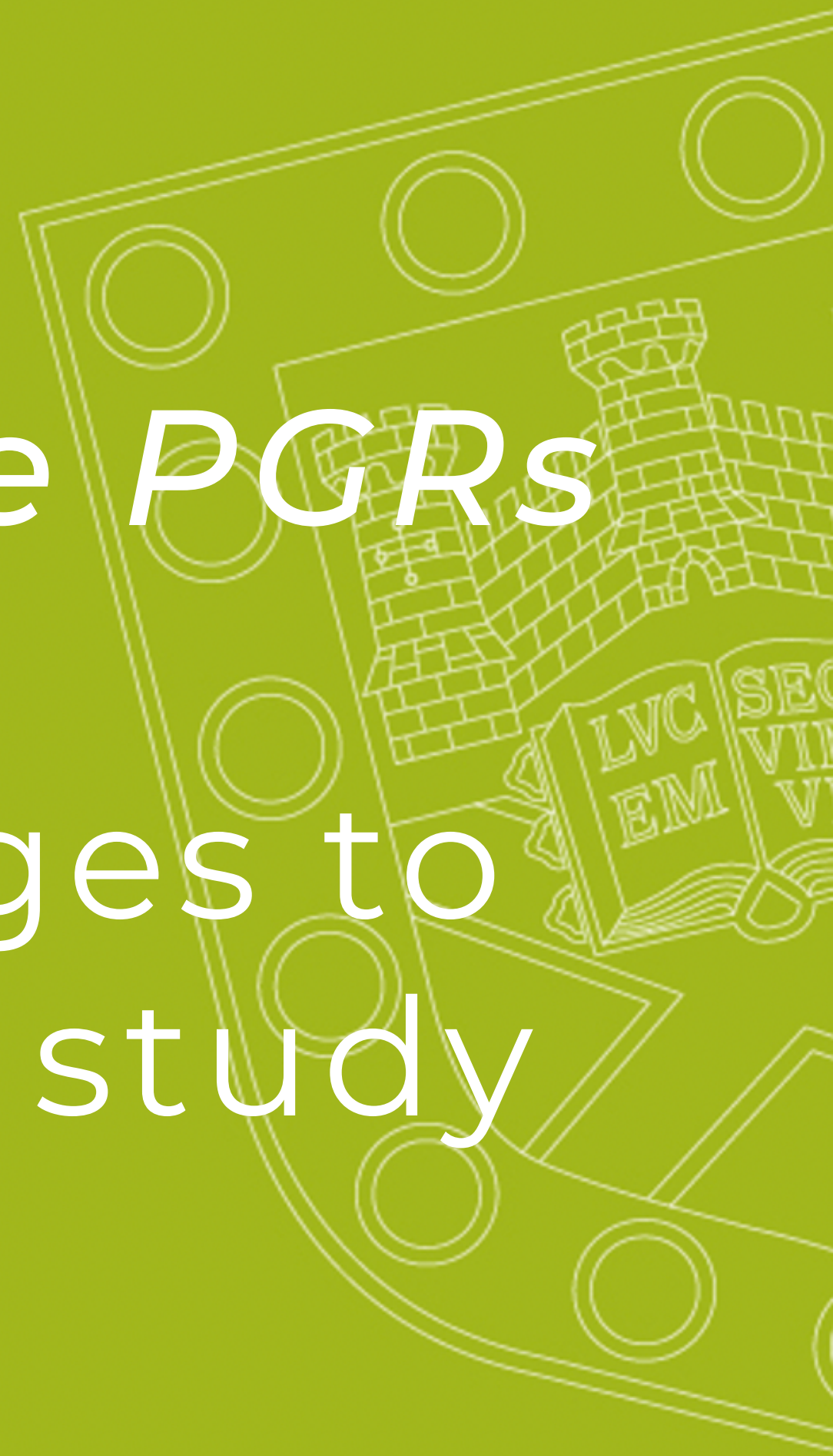


# *Guidance for Mature PGRs*

How to make changes to  
your programme of study



“

*Changes between full-time and part-time modes of attendance should be used to assist students who are either unable to devote a full working week to study for good reasons, or to allow part-time students who find themselves able to devote extra time to study to do so.*

# *Permitted part-time registrations*

0.5 FTE (full-time equivalent),

0.6 FTE

0.7 FTE

0.8 FTE

0.9 FTE.



# *Funding, Sponsorship and Doctoral Loans*

Changing your programme or mode of attendance (full-time to part-time or part-time to full-time, or part-time variation) may affect the funding that you receive.

It is your responsibility to check the conditions of any funding that you are receiving before requesting to change programme or mode of attendance.

# *Things to be aware of...*

Requests to change status may not be made more frequently than at six month intervals, without an exceptional case being made.

You need permission from your supervisor(s).

# *Benefits of part-time study*

## *- Time*

- By switching to part-time, you move your thesis hand-in date further into the future.
- This additional time can help if you have issues surrounding data collection or gaining access to archives due to Covid restrictions.
- It can help reduce any stress you are feeling by having longer to complete your work.

# *Benefits of part-time study*

## *- Employment*

- By cutting down your working week with the PhD, you are left with a window of time whereby you can seek employment opportunities to ease your financial circumstances.
- You may choose to undertake an internship or paid role that will enable you to gain experience in your desired field.

# *Benefits of part-time study*

## *- Fees*

- Particularly relevant for those that are self-funded.
- The pandemic and economic crisis have caused a reduction in my people's income.
- By switching to part-time, it takes off some of the pressure of having to source full time fees.



# *International Students*

If you are an International student and changing from a full-time to part-time or part-time to full-time programme it may affect your current visa requirements.

You must seek advice from the International Student Support Office and their approval needs to be obtained.

<http://as.exeter.ac.uk/support/international/immigration/>

# How to apply to change your programme of study



*Talk to your supervisor(s)  
first!*



Logon to MyPGR directly via <https://srs.exeter.ac.uk/>

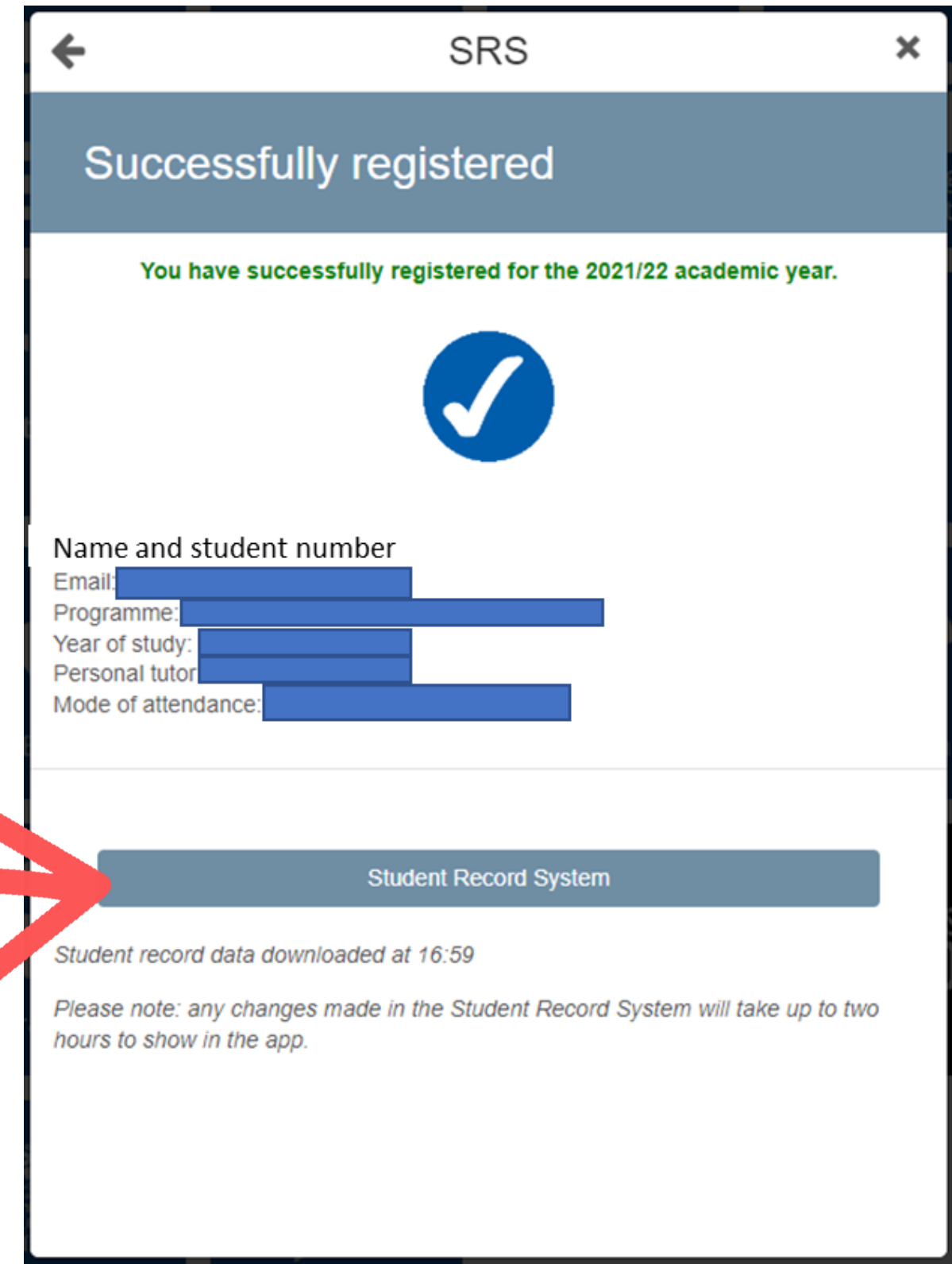
Alternatively, logon via iExeter



In iExeter select



And then select



**Consent to use your data**

Update your data consent preferences New

**Registration for Students**

Please login from **Wednesday 24th August 2022** to register on your programme of study

**System maintenance**

**SYSTEM DOWNTIME**

Owing to essential maintenance, **SRS will be unavailable between 18:00 and 19:00 BST on Monday 22 August 2022.**

To avoid loss of data, **please ensure that you have logged out of the system by 18:00 BST on Monday 22 August 2022.**

Please accept our apologies for any inconvenience caused while this important work is undertaken.

**Facilities**

- Key links
- Edit preferred name
- Edit address
- Collect your 2021/2 candidate number
- Edit Emergency Contact information
- Change your IT password (new window)

**View my ILP**

- Show my ILP (student view) [User manual]
- View my ILP
- Download a PDF copy of my ILP

**MyPGR**

Use the links below to follow your PGR tasks

- View my contact diary
- Request an interruption
- Request change to Continuation Status
- Enter my ORCID
- Request change of Programme/Mode of attendance



**In MyPGR select**

# Read and follow the instructions

MyPGR - Request change of Programme/Mode of Attendance

## Important information - please read

Please follow the procedures below and ensure the form is completed in full.

### ALL INTERNATIONAL STUDENTS

If you are an International student and changing from a **full-time to part-time** or **part-time to full-time** programme it may affect your current visa requirements. You must seek advice from the International Student Support Office and their approval will be obtained.

### Tier 4/Student visas

If you are an international student with a Tier 4/Student visa, your change of programme will be reported to UK Visas and Immigration. There may be further immigration implications which you need to be aware of as follows:

1. If the new course **changes your mode of attendance from Full-time to Part-time** the University will inform UK Visas and Immigration of your change of programme so you should seek advice from the International Student Support Office and their approval will be obtained.
2. If the new course **changes your mode of attendance from Part-time to Full-time** you should seek advice from the International Student Support Office about visa implications and their approval will be obtained.
3. If your new course is the **SAME LENGTH** as your original course, then there are no immigration implications.
4. If your new course is **LONGER** than your original course, it is likely that you will need to extend your visa. You do not need to take immediate action, but you should seek advice from the International Student Support Office about your visa extension at least 6-8 weeks before your visa expires.
5. If your new course is **SHORTER** than your original course, UK Visas and Immigration will shorten your visa in line with your new end date. The University will inform the UK Visas and Immigration of your change of programme, but you must also email UK Visas and Immigration. The contact email address and a template email is available on the International Student Support Office website below.
6. If your new course requires ATAS clearance, you will need to seek advice from the International Student Support Office.

Further information is available on the International Student Support Office website at <http://as.exeter.ac.uk/support/international/immigration/>.

### ADDITIONAL INFORMATION

#### Funding, Sponsorship and Doctoral Loans

Changing your programme or mode of attendance (full-time to part-time or part-time to full-time, or part-time variation) may affect the funding that you receive. It is your responsibility to check the conditions of any funding that you are receiving before requesting to change programme or mode of attendance.

#### Programmes Requiring Enhanced Disclosure and Barring Service Check (DBS)

Some programmes involve work with children or other vulnerable members of society and it is necessary for you to complete an Enhanced DBS which must be deemed satisfactory by the University. We will seek advice from the academic College concerned and contact you with details if necessary.

#### DBS or Self Declaration

All undergraduate and postgraduate international and EU students will be required to obtain evidence from their own country that a criminal record check has been carried out. The evidence we require is ONE of the following:

1. Certificate of good conduct
2. Police report
3. Other evidence of a clean criminal record

**By completing and submitting this form, you agree that you have read the above statement and have obtained the necessary advice by contacting the necessary University staff.**

Agree and continue

UNIVERSITY OF  
**EXETER**

