

## Change of mode of study

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Section		ADMISSIONS
Type		Academic policy
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Post/section with responsibility for implementation and monitoring		Head of Student Administration
Approved by		University Council
Policy review	Latest review by	Head of Student Administration
	Latest review date	January 2024
	Review outcome	No changes
	Next review date	January 2025
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 2.2 Graduation requirements 11.3 Finance

### 1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University will recognise that events in students' lives may require them to study at a changed pace, full or part time.

### 2.0 Scope

- 2.1 Applies to all students who do not have a UAE Student Residence Visa

### 3.0 Policy

- 3.1 A student with a UAE Student Residence Visa is not entitled to study part-time.
- 3.2 Students may apply for a change in mode of study with the agreement of the Personal Tutor or the Student Academic Tutor, and the approval of the Head of Programme/Programme Coordinator and Dean of Faculty.

#### **4.0 Procedures**

- 4.1 Students will organise an interview with their Personal Tutor to discuss the implications of a changed mode of study.
- 4.2 The student will submit an application to change the mode of study via the form held by the Student Administration.
- 4.3 The Student Administration will submit the form to the Head of Programme/Programme Coordinator to elicit consent to the application.
- 4.4 The Student Administration will communicate the decision to the student by email.