

**INSTITUTE FOR POSTGRADUATE STUDIES**

**POSTGRADUATE PROGRAMME  
APPLICATION FOR CHANGE OF MODE OF STUDY**

1. The candidate is required to obtain the recommendation from the Supervisors (for by Research only).
2. The candidate shall submit the form to the faculty.

**PART I: TO BE COMPLETED BY THE CANDIDATE**

FULL NAME:	ID NUMBER:
PROGRAMME:	FACULTY:
MODE OF STUDY:	NATIONALITY:
PERSONAL EMAIL:	MOBILE PHONE NO.:
DATE OF INITIAL REGISTRATION:	END OF CANDIDATURE:

CORRESPONDENCE ADDRESS:

**(Please tick (✓) the relevant)**

**CHANGE OF MODE OF STUDY:**

<input type="checkbox"/>	FULL-TIME TO PART-TIME	<input type="checkbox"/>	PART-TIME TO FULL-TIME
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**REASON FOR CHANGE:** \_\_\_\_\_

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\_\_\_\_\_

SIGNATURE OF CANDIDATE: \_\_\_\_\_ DATE: \_\_\_\_\_

PART II: ENDORSEMENT BY DIVISION:	DATE	SIGNATURE AND OFFICIAL STAMP
Supervisor (by Research only) <b>COMMENTS (If any):</b>		
Co-Supervisor (by Research only) <b>COMMENTS (If any):</b>		
<b>FACULTY</b> Received and Verified		
PART III: CALCULATION OF DURATION OF STUDY (FOR FACULTY USE – applicable for Structure A only)		
<p>(I) <b>FULL TIME TO PART TIME</b></p> <p>Maximum duration of study = <math>\frac{\text{Maximum period for part-time (in years)}}{\text{Maximum period for full-time (in years)}} \times \text{remaining period of candidature (in months)}</math>  (in months)</p> <p>New end date of candidature: <u>    </u>/<u>    </u>/<u>    </u>    dd mm yr</p> <p>(II) <b>PART-TIME TO FULL TIME</b></p> <p>Maximum duration of study = <math>\frac{\text{Maximum period for full-time (in years)}}{\text{Maximum period for part-time (in years)}} \times \text{remaining period of candidature (in months)}</math>  (in months)</p> <p>New end date of candidature: <u>    </u>/<u>    </u>/<u>    </u>    dd mm yr</p>		
PART IV: FOR INSTITUTE FOR POSTGRADUATE STUDIES USE		
<b>INSTITUTE FOR POSTGRADUATE STUDIES</b> Received and Verified		
<p><b>Note:</b></p> <p>(1) The Faculty shall send the form to IPS after the Faculty R&amp;I Committee Meeting.</p> <p>(2) The Senate shall consider the Change of Mode of Study upon recommendation from the Faculty R&amp;I Committee through the Board of Postgraduate Studies.</p>		