

# Determining the maximum period of candidature when changing between full- and part-time study

## 1. Purpose of Document

This document outlines how to calculate the new submission date when a research student changes their mode of study between full-time and part-time (or *vice versa*).

## 2. Definitions

The input to the calculation required knowledge of the active (non-suspended) candidature spent in each mode:

$d$  = current end-date of candidature, including any extensions previously granted;

$n$  = current date;

$r$  = number of months spent in nominal registration (regardless of mode of study).

## 3. Calculations

- **Step 1: Calculation of months remaining in candidature in current mode**

Calculate the remaining candidature left in the current mode of study, expressed in months, rounded up to benefit the research student:

$$d - n \text{ months}$$

This should be greater than zero. If not, an extension will need to be sought and approved if the research student is to continue.

- **Step 2: Ascertain which degree the research student is to study for**

If a Standard PhD, follow **Step 3a**. If an iPhD, follow **Step 3b**. For other research programmes listed in paragraph 18 of the [Regulations for Research Degrees](#):

DClinP, MPhil Standard Route should follow the standard PhD calculation (**Step 3a**).

EdD, EngD should follow the iPhD calculation (**Step 3b**).

- **Step 3a: Calculation of new end date for Standard PhD route**
  - **For research student moving from part-time to full-time candidature:**

$$\text{New end date is } = \frac{4}{7} \times (d - n) \text{ months from now.}$$

The number should be rounded up to nearest integer to benefit the research student and added to the current date.

- **For research student moving from full-time to part-time candidature:**

$$\text{New end date is } = \frac{7}{4} \times (d - n) \text{ months from now.}$$

The number should be rounded up to nearest integer to benefit the research student and added to the current date.

- **Step 3b: Calculation of new end date for iPhD route**
  - **For research student moving from part-time to full-time candidature:**

$$\text{New end date is } = \frac{5}{8} \times (d - n) \text{ months from now.}$$

The number should be rounded up to nearest integer to benefit the research student and added to the current date.

- **For research student moving from full-time to part-time candidature:**

$$\text{New end date is } = \frac{8}{5} \times (d - n) \text{ months from now.}$$

The number should be rounded up to nearest integer to benefit the research student and added to the current date.

#### 4. Effect of Nominal Registration

If the research student is not in nominal registration, then no further action is required.

If the research student is in nominal registration, which provisionally could extend beyond the new final date, they will need to apply for an extension of candidature to continue in nominal registration beyond that new final date.

If the research student has exceeded the maximum initial period of nominal registration, the Faculty Director of the Graduate School should check that a review of the renewal of the nominal registration has taken place.

Note that **for students who started their candidature before 1<sup>st</sup> August 2020**, the number of months spent in nominal registration  $r$ , counts at the same rate for full-time or part-time as per the [Regulations for Research Degrees](#). For students who started their candidature after 1<sup>st</sup> August 2020, the number of months in nominal registration will depend on whether they have been in full for part time candidature.

#### 5. Note

This calculation does not check whether the research student has spent the minimum time in candidature in the relevant mode, as prescribed in the [Regulations for Research Degrees](#).

#### 6. Examples

The following are indicative examples, depending on whether the student started their candidature before 1<sup>st</sup> August 2020 or after. In addition to the changes in the length of nominal registration between these two cohorts, for the latter cohort, the initial maximum period of nominal registration differs between full time (6 months) and part time students (12 months). Hence this

will make a determination of when a check on a need for an extension of registration needs careful scrutiny.

## 6.1 Students who started candidature before 1<sup>st</sup> August 2020

### Research student A:

At point of transfer, from **Full-Time to Part-Time on Standard Route PhD:**

- Current date =  $n = 30/04/20XX$
- Current end date =  $d = 1/07/20XX$
- Date entered nominal registration =  $r = 16/2/20XX$
- Number of months remaining in FT =  $d - n = 2$  months, rounded up.
- Number of months remaining in PT =  $\frac{7}{4} \times (d - n) = 4$  months, rounded up.
- New final end date =  $30/04/20XX + 4$  months =  $30/08/20XX$ .

Note that research student A has already used up 2 months of nominal registration. If they wish to take the 10 remaining months, they will require an extension of candidature beyond the new end date.

### Research student B:

At point of transfer, from **Part-Time to Full-Time on Standard Route PhD:**

- Current date =  $n = 30/04/(20XX)$
- Current end date =  $d = 28/03/(20XX+2)$
- Research student has not entered nominal registration
- Number of months remaining in PT =  $d - n = 23$  months, rounded up.
- Number of months remaining in FT =  $\frac{4}{7} \times (d - n) = 14$  months, rounded up.
- New final end date =  $30/4/20XX + 14$  months =  $30/06/(20XX+1)$ .

Note that research student B has never entered into nominal registration. No further action is required at this time.

### Research student C:

At point of transfer, from **Full-Time to Part-Time on iPhD:**

- Current date =  $n = 30/04/20XX$
- Current end date =  $d = 30/07/(20XX+1)$

- Date entered nominal registration =  $r = 29/04/20XX$
- Number of months remaining in FT =  $d - n = 15$  months, rounded up.
- Number of months remaining in PT =  $\frac{8}{5} \times (d - n) = 24$  months, rounded up.
- New final end date =  $30/4/20XX + 24$  months =  $30/04/(20XX+2)$ .

Note that research student C has only just started in nominal registration. Unless they submit their thesis beforehand, a review of their nominal registration must take place on  $30/4/(20XX+1)$  to decide whether they then revert to fee paying status, or their nominal registration is extended.

### Research student D:

At point of transfer, **from Part-Time to Full-Time on iPhD:**

- Current date =  $n = 30/04/20XX$
- Current end date =  $d = 23/01/(20XX+1)$
- Date entered nominal registration =  $r = 16/10/(20XX-2)$
- Number of months remaining in PT =  $d - n = 9$  months, rounded up.
- Number of months remaining in FT =  $\frac{5}{8} \times (d - n) = 6$  months, rounded up.
- New final end date =  $30/4/20XX + 6$  months =  $30/10/20XX$

Research student has been in nominal registration for 18 months. The office should check that a review of the nominal registration took place 12 months after transfer to that status, namely  $16/10/(20XX-1)$ .

## 6.2 Students who started candidature after 1<sup>st</sup> August 2020

### Research student E:

At point of transfer, **from Full-Time to Part-Time on Standard Route PhD:**

- Current date =  $n = 30/04/20XX$
- Current end date =  $d = 1/07/20XX$
- Date entered nominal registration =  $r = 16/2/20XX$ , 2 months ago.
- Number of months remaining in FT =  $d - n = 2$  months, rounded up.
- Number of months remaining in PT =  $\frac{7}{4} \times (d - n) = 4$  months, rounded up.

- Number of months remaining in PT nominal registration =  $\frac{12}{6} \times (6 - 2) = 8$  months.
- New final end date = 30/04/20XX + 4 months = 30/08/20XX.

Note that research student A has already used up 2 months of nominal registration. If they wish to take the 8 remaining months in part time mode, they will require an extension of candidature beyond the new end date.

### Research student F:

At point of transfer, from **Full-Time to Part-Time on Standard Route PhD:**

- Current date =  $n = 30/04/20XX$
- Current end date =  $d = 1/07/20XX$
- Research student has **not** entered nominal registration.
- Number of months remaining in FT =  $d - n = 2$  months, rounded up.
- Number of months remaining in PT =  $\frac{7}{4} \times (d - n) = 4$  months, rounded up.
- New final end date = 30/04/20XX + 4 months = 30/08/20XX.

Note that under the [Regulations for Research Degrees](#) since there is only 4 months of candidature left, the student may not transfer to nominal registration until 6 months after the move from full time to part time, i.e., 30/10/20XX. Hence unless their maximum period of candidature is extended from 30/08/20XX by at least 2 months, they cannot ever transfer to nominal registration.

### Research student G:

At point of transfer, from **Part-Time to Full-Time on Standard Route PhD:**

- Current date =  $n = 30/04/(20XX)$
- Current end date =  $d = 28/03/(20XX+2)$
- Research student has not entered nominal registration
- Number of months remaining in PT =  $d - n = 23$  months, rounded up.
- Number of months remaining in FT =  $\frac{4}{7} \times (d - n) = 14$  months, rounded up.
- New final end date = 30/4/20XX + 14 months = 30/06/(20XX+1).

Note that research student B has never entered into nominal registration.  
No further action is required at this time.

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