



## CENTRE FOR POSTGRADUATE STUDIES CHANGE IN CANDIDATURE DETAILS AND STATUS FORM

### Instructions to the candidate:

1. Any changes in candidature details or status must be **endorsed** by the **Main Supervisor**.
2. Please attach relevant document or proof in support of your application for change, e.g. offer letter, medical certificate

### Section A: To be filled by the Candidate

#### CHANGE IN CANDIDATURE DETAILS AND STATUS

Name : \_\_\_\_\_

ID number : \_\_\_\_\_

IC / passport number : \_\_\_\_\_

Degree / Programme : \_\_\_\_\_

Faculty : \_\_\_\_\_

Main supervisor : \_\_\_\_\_

Co-supervisor : \_\_\_\_\_

#### I would like to request the following change in my candidacy:

<input type="checkbox"/>	Change of main / co-supervisor*
<input type="checkbox"/>	Change of thesis title / research topic / field*
<input type="checkbox"/>	Change of personal details* (mailing address, contact details, qualifications, marital status)
<input type="checkbox"/>	Conversion of candidature status from full-time to part-time
<input type="checkbox"/>	Conversion of candidature status from part-time to full-time
<input type="checkbox"/>	Conversion of candidature level from Masters to PhD degree (must be done within 12 months for full-time students and 24 months for part-time students)
<input type="checkbox"/>	Extension of candidature (must be made 2 months before expiration date of candidature) Duration of extension: _____ months (< 2 semesters)      Expiration date: _____
<input type="checkbox"/>	Postponement of study (must have completed at least 1 semester) Duration of leave : _____ months (< 3 months)      Registration date: _____
<input type="checkbox"/>	Reactivation of candidature (must be within 1 year from date of candidature termination) Date of termination of candidature: _____      Registration date: _____
<input type="checkbox"/>	Withdrawal from programme of study

\* Please provide details of change:

Name of supervisor/ thesis title/ address (Old):

Name of supervisor/ thesis title/ address (New):

**Section B: To be filled by Main Supervisor**

**ENDORSEMENT BY MAIN SUPERVISOR**

I hereby support / do not support the candidate's application for change in his/her candidature details or status as indicated above.

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
 Name : \_\_\_\_\_

**Section C: To be filled by Unit Head and Faculty PG Coordinator**

**RECOMMENDATION BY Unit - Head**

I hereby support / do not support the candidate's application for change in his/her candidature details or status as indicated above.

Name and Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**REVIEW AND RECOMMENDATION BY THE FACULTY POSTGRADUATE COORDINATOR**

The Committee has reviewed the candidate's application for change in his/her candidature details or status and recommends the following:

Approved. Change in candidature details/status to be effective from \_\_\_\_\_

Not approved. Application for change will be considered after the following are fulfilled:  
 \_\_\_\_\_

Name and Signature : \_\_\_\_\_ Date: \_\_\_\_\_

**Section E: To be filled by the Dean of the faculty**

**ENDORSEMENT BY THE DEAN**

I hereby approve / do not approve the candidate's application for change in his/her candidature details or status.

Change in candidature details/status to be effective from \_\_\_\_\_

Signature : \_\_\_\_\_ Date: \_\_\_\_\_  
 Name : \_\_\_\_\_

**Section F: To be filled by the Director, CPS**

**ENDORSEMENT BY THE DIRECTOR**

The Board has reviewed the candidate's application for change in his/her candidature details or status on \_\_\_\_\_ and recommends the following:

Approved. Change in candidature details/status to be effective from \_\_\_\_\_

Not approved. Application for change will be considered after the following are fulfilled:  
 \_\_\_\_\_

Name and Signature : \_\_\_\_\_ Date: \_\_\_\_\_