

School of Mechanical & Aerospace Engineering

MAE Graduate Studies Office
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Application for Conversion of Candidature Status (Full/Part-Time)

- Note: 1) This form is to be completed if you would like to convert your Candidature Status (Full/Part-Time).
2) Maximum candidature for Full-time Students is two years. Maximum candidature for Part-time Students is four years.
3) Maximum number of courses for Full-time Students per semester is five (5). Maximum number of courses for Part-time Students per semester is three (3).
4) You are allowed to apply for conversion of Candidature Status only once in your entire candidature and reversal of decision after approval is not allowed.
5) All applications are subject to approval.

- Part Time to Full Time Study
 Full Time to Part Time Study

For Official Use	
Max Candidature	:
Revised Max Candidature	:

Name of Student: _____ Nationality: _____ Matric No.: _____

Programme: _____ Contact No.: _____ Email Address: _____

Admission Date: _____ Max Candidature: _____ Status: Full Time / Part Time*

Option of Study: Coursework & Dissertation / Coursework Only* CGPA : _____ (# Please attach your overall result slip)

Reasons for Application for Conversion of MSc Candidature

Please explain and provide supporting documents (attach separate sheets if necessary) :

Please take note that conversion is based on semester, please indicate the academic year and semester for the conversion to take effect from:

Academic Year : _____

Semester : _____

I confirm that this is my only conversion in the entire candidature.

Student's Signature & Date : _____

For Official Use

Part 1: Programme Director

[Recommended / Not Recommend*]

Remarks:

Programme Director

_____ Name

_____ Signature & Date

Part 2: Assistant Chair (Graduate Studies)

[Supported / Not Support*]

Remarks:

Assistant Chair (Graduate Studies)

_____ Name

_____ Signature & Date

Part 3: Associate Chair (Academic)

[Approved / Not Approved*]

Remarks:

Associate Chair (Academic)

_____ Name

_____ Signature & Date