

Administrative Rulings for Change of Study Mode and Conversion Tables

1. Applications for change of study mode would be allowed only *within the normative period of study*. Continuing students are not allowed to change their study mode.
2. Applications must be made not later than course registration of an academic year, or, in any subsequent term, before the close of the add/drop period for the term. Late applications would not be accepted or would have to take effect from the next term. Students will pay the fees of the new study mode. However, if the change takes effect after the commencement of a term (for which exceptional approval is required), students will pay the tuition fee of the new status in the following term for Master's students, or 6-month interval for doctoral students. Tuition fee would not be calculated on a pro-rata basis.

I) Period of Study for Full-time Students Changing to Part-time Studies

Programme	Normative Period of Study		Maximum Period of Study		Term (or 6-month Period) Completed as FT Student	Full-time Equivalence to Part-time	Remaining Period of Study	
	FT	PT	FT	PT			Normative	Maximum
Doctoral: (i) For students with a research Master's degree	36 mths.	48 mths.	84 mths.	96 mths.	6 mths.	8 mths.	40 mths.	88 mths.
					12 mths.	16 mths.	32 mths.	80 mths.
					18 mths.	24 mths.	24 mths.	72 mths.
					24 mths.	32 mths.	16 mths.	64 mths.
					30 mths.	40 mths.	8 mths.	56 mths.
(ii) For students without a research Master's degree	48 mths.	64 mths.	84 mths.	96 mths.	6 mths.	8 mths.	56 mths.	88 mths.
					12 mths.	16 mths.	48 mths.	80 mths.
					18 mths.	24 mths.	40 mths.	72 mths.
					24 mths.	32 mths.	32 mths.	64 mths.
					30 mths.	40 mths.	24 mths.	56 mths.
					36 mths.	48 mths.	16 mths.	48 mths.
Ed.D.	36 mths.	48 mths.	84 mths.	96 mths.	6 mths.	8 mths.	40 mths.	88 mths.
					12 mths.	16 mths.	32 mths.	80 mths.
					18 mths.	24 mths.	24 mths.	72 mths.
					24 mths.	32 mths.	16 mths.	64 mths.
					30 mths.	40 mths.	8 mths.	56 mths.
M.Phil.	2 yrs. (4 terms)	3 yrs. (6 terms)	4 yrs. (8 terms)	5 yrs. (10 terms)	1 term	1-1/2 terms	5 terms	9 terms
					2 terms	3 terms	3 terms	7 terms
					3 terms	4-1/2 terms	2 terms	6 terms
M.A., M.Ed., M.H.Sc. M.Mus., M.P.H., M.Sc., M.S.Sc., PGDE, PG.Dip. Cultural Anthropology, PG.Dip. Prehospital and Emergency Care	1 yr. (2 terms)	2 yrs. (4 terms)	3 yrs. (6 terms)	4 yrs. (8 terms)	1 term	2 terms	2 terms	6 terms
M.S.Sc, Global Political Economy	1 yr. (4 terms)	2 yrs. (8 terms)	3 yrs. (12 terms)	4 yrs. (16 terms)	1 term	2 terms	6 terms	10 terms
					2 terms	4 terms	4 terms	8 terms
					3 terms	6 terms	2 terms	6 terms

M.S.Sc. (Social Work)	2 yrs. (6 terms)	3 yrs. (9 terms)	4 yrs. (12 terms)	5 yrs. (15 terms)	1 term 2 terms 3 terms 4 terms 5 terms	1-1/2 terms 3 terms 4-1/2 terms 6 terms 7-1/2 terms	8 terms 6 terms 5 terms 3 terms 2 terms	14 terms 12 terms 11 terms 9 terms 8 terms
M.S.W.	1 yr. (2 terms)	2 yrs. (4 terms)	3 yrs. (6 terms)	4 yrs. (8 terms)	1 term	2 terms	2 terms	6 terms
J.D.*	24 mths. (4 terms)	42 mths. (7 terms)	48 mths. (8 terms)	84 mths. (14 terms)	1 term 2 terms 3 terms	1-3/4 terms 3-1/2 terms 5-1/4 terms	6 terms 4 terms 2 terms	13 terms 11 terms 9 terms
LL.M.	1 yr. (2 terms)	2 yrs. (4 terms)	2 yrs. (4 terms)	3 yrs. (6 terms)	1 term	2 terms	2 terms	4 terms

* For JD / MBA double degree students, please approach the Graduate School for the conversion information.

II) Period of Study for Full-time Students Changing to Part-time Studies
(for “articulated” M.Phil.-Ph.D. programmes only)

Programme	Normative Period of Study		Maximum Period of Study		Term (or 6-month Period) Completed as FT Student	Full-time Equivalence to Part-time	Remaining Period of Study	
	FT	PT	FT	PT			Normative	Maximum
Doctoral: (i) For students with a research Master’s degree	36 mths.	48 mths.	72 mths.	84 mths.	6 mths.	8 mths.	40 mths.	76 mths.
12 mths.					16 mths.	32 mths.	68 mths.	
18 mths.					24 mths.	24 mths.	60 mths.	
24 mths.					32 mths.	16 mths.	52 mths.	
(ii) For students without a research Master’s degree	48 mths.	64 mths.	84 mths.	100 mths.	30 mths.	40 mths.	8 mths.	44 mths.
					6 mths.	8 mths.	56 mths.	92 mths.
					12 mths.	16 mths.	48 mths.	84 mths.
					18 mths.	24 mths.	40 mths.	76 mths.
					24 mths.	32 mths.	32 mths.	68 mths.
M.Phil.	2 yrs. (4 terms)	3 yrs. (6 terms)	4 yrs. (8 terms)	5 yrs. (10 terms)	30 mths.	40 mths.	24 mths.	60 mths.
					36 mths.	48 mths.	16 mths.	52 mths.
					42 mths.	56 mths.	8 mths.	44 mths.
					1 term	1-1/2 terms	5 terms	9 terms
					2 terms	3 terms	3 terms	7 terms
3 terms	4-1/2 terms	2 terms	6 terms					

III) Period of Study for Part-time Students Changing to Full-time Studies

Programme	Normative Period of Study		Maximum Period of Study		Term (or 6-month Period) Completed as PT Student	Full-time Equivalence	Remaining Period of Study	
	PT	FT	PT	FT			Normative	Maximum
Doctoral: (i) For students with a research Master’s degree	48 mths.	36 mths.	96 mths.	84 mths.	6 mths.	4-1/2 mths.	32 mths.	80 mths.
12 mths.					9 mths.	27 mths.	75 mths.	
18 mths.					13-1/2 mths.	23 mths.	71 mths.	
24 mths.					18 mths.	18 mths.	66 mths.	
30 mths.					22-1/2 mths.	14 mths.	62 mths.	
36 mths.					27 mths.	9 mths.	57 mths.	
42 mths.	31-1/2 mths.	5 mths.	53 mths.					

(ii) For students without a research Master's degree	64 mths.	48 mths.	96 mths.	84 mths.	6 mths. 12 mths. 18 mths. 24 mths. 30 mths. 36 mths. 42 mths. 48 mths. 54 mths. 60 mths.	4-1/2 mths. 9 mths. 13-1/2 mths. 18 mths. 22-1/2 mths. 27 mths. 31-1/2 mths. 36 mths. 40-1/2 mths. 45 mths.	44 mths. 39 mths. 35 mths. 30 mths. 26 mths. 21 mths. 17 mths. 12 mths. 8 mths. 3 mths.	80 mths. 75 mths. 71 mths. 66 mths. 62 mths. 57 mths. 53 mths. 48 mths. 44 mths. 39 mths.
Ed.D.	48 mths.	36 mths.	96 mths.	84 mths.	6 mths. 12 mths. 18 mths. 24 mths. 30 mths. 36 mths. 42 mths.	4-1/2 mths. 9 mths. 13-1/2 mths. 18 mths. 22-1/2 mths. 27 mths. 31-1/2 mths.	32 mths. 27 mths. 23 mths. 18 mths. 14 mths. 9 mths. 5 mths.	80 mths. 75 mths. 71 mths. 66 mths. 62 mths. 57 mths. 53 mths.
M.Phil.	3 yrs. (6 terms)	2 yrs. (4 terms)	5 yrs. (10 terms)	4 yrs. (8 terms)	1 term 2 terms 3 terms 4 terms 5 terms	2/3 term 1-1/3 terms 2 terms 2-2/3 terms 3-1/3 terms	4 terms 3 terms 2 terms 2 terms 1 term	8 terms 7 terms 6 terms 6 terms 5 terms
M.A., M.Ed., M.H.Sc., M.Mus., M.P.H., M.Sc., M.S.Sc., PGDE, PG.Dip. Cultural Anthropology, PG.Dip. Prehospital and Emergency Care	2 yrs. (4 terms)	1 yr. (2 terms)	4 yrs. (8 terms)	3 yrs. (6 terms)	1 term 2 terms 3 terms	1/2 term 1 term 1-1/2 terms	2 terms 1 term 1 term	6 terms 5 terms 5 terms
M.S.Sc, Global Political Economy	2 yrs. (8 terms)	1 yr. (4 terms)	4 yrs. (16 terms)	3 yrs. (12 terms)	1 term 2 terms 3 terms 4 terms 5 terms 6 terms 7 terms	1/2 term 1 term 1-1/2 terms 2 terms 2-1/2 terms 3 terms 3-1/2 terms	4 terms 3 terms 3 terms 2 terms 2 terms 1 term 1 term	12 terms 11 terms 11 terms 10 terms 10 terms 9 terms 9 terms
M.S.Sc. (Social Work)	3 yrs. (9 terms)	2 yrs. (6 terms)	5 yrs. (15 terms)	4 yrs. (12 terms)	1 term 2 terms 3 terms 4 terms 5 terms 6 terms 7 terms 8 terms	2/3 term 1-1/3 terms 2 terms 2-2/3 terms 3-1/3 terms 4 terms 4-2/3 terms 5-1/3 terms	6 terms 5 terms 4 terms 4 terms 3 terms 2 terms 2 terms 1 term	12 terms 11 terms 10 terms 10 terms 9 terms 8 terms 8 terms 7 terms
M.S.W.	2 yrs. (4 terms)	1 yr. (2 terms)	5 yrs. (10 terms)	4 yrs. (8 terms)	1 term 2 terms 3 terms	1/2 term 1 term 1-1/2 terms	2 terms 1 term 1 term	6 terms 5 terms 5 terms
J.D.*	42 mths. (7 terms)	24 mths. (4 terms)	84 mths. (14 terms)	48 mths. (8 terms)	1 term 2 terms 3 terms 4 terms 5 terms 6 terms	1/2 term 1 term 1-1/2 terms 2 terms 2-1/2 terms 3 terms	4 terms 3 terms 3 terms 2 terms 2 terms 1 term	8 terms 7 terms 7 terms 6 terms 6 terms 5 terms

LL.M.	2 yrs. (4 terms)	1 yr. (2 terms)	3 yrs. (6 terms)	2 yrs. (4 terms)	1 term 2 terms 3 terms	1/2 term 1 term 1-1/2 terms	2 terms 1 term 1 term	4 terms 3 terms 3 terms
* For JD / MBA double degree students, please approach the Graduate School for the conversion information.								

IV) Period of Study for Part-time Students Changing to Full-time Studies
(for “articulated” M.Phil.-Ph.D. programmes only)

Programme	Normative Period of Study		Maximum Period of Study		Term (or 6-month Period) Completed as PT Student	Full-time Equivalence	Remaining Period of Study	
	PT	FT	PT	FT			Normative	Maximum
Doctoral: (i) For students with a research Master's degree	48 mths.	36 mths.	84 mths.	72 mths.	6 mths.	4-1/2 mths.	32 mths.	68 mths.
					12 mths.	9 mths.	27 mths.	63 mths.
					18 mths.	13-1/2 mths.	23 mths.	59 mths.
					24 mths.	18 mths.	18 mths.	54 mths.
					30 mths.	22-1/2 mths.	14 mths.	50 mths.
					36 mths.	27 mths.	9 mths.	45 mths.
					42 mths.	31-1/2 mths.	5 mths.	41 mths.
(ii) For students without a research Master's degree	64 mths.	48 mths.	100 mths.	84 mths.	6 mths.	4-1/2 mths.	44 mths.	80 mths.
					12 mths.	9 mths.	39 mths.	75 mths.
					18 mths.	13-1/2 mths.	35 mths.	71 mths.
					24 mths.	18 mths.	30 mths.	66 mths.
					30 mths.	22-1/2 mths.	26 mths.	62 mths.
					36 mths.	27 mths.	21 mths.	57 mths.
					42 mths.	31-1/2 mths.	17 mths.	53 mths.
					48 mths.	36 mths.	12 mths.	48 mths.
54 mths.	40-1/2 mths.	8 mths.	44 mths.					
60 mths.	45 mths.	3 mths.	39 mths.					
M.Phil.	3 yrs. (6 terms)	2 yrs. (4 terms)	5 yrs. (10 terms)	4 yrs. (8 terms)	1 term	2/3 term	4 terms	8 terms
					2 terms	1-1/3 terms	3 terms	7 terms
					3 terms	2 terms	3 terms	6 terms
					4 terms	2-2/3 terms	2 terms	6 terms
					5 terms	3-1/3 terms	1 term	5 terms