

Application for a Change of Programme

QA Ref: STU5; Maintained by: Registry; Last updated: July 2009

GUIDANCE NOTES

Students may apply to change programme but there is no automatic right to do so. Considerations in assessing the application include:

- the University's Credit Accumulation and Transfer Scheme
- entry requirements for the programme to which the student wishes to transfer
- resource implications of the change

Changes should normally be made at an appropriate point in the academic year (e.g. around the start or end of a semester) and only rarely in mid-semester.

The change must follow a process of consultation and advice and requires the approval of the following before it can be effected:

- Head of Programme - losing programme
- Head of Programme - new programme
- Registry for regulations

This form is to be used for all types of change of scheme, for example:

- change from full-time mode of study to part-time
- change from BA/BSc (QTS) to BA/BSc programme without QTS
- change of age range in BA/BSc (QTS)
- change of type of BA/BSc degree scheme (eg Joint to Specialist)

The form should be completed and the necessary approvals obtained and returned to Registry. You will be informed of the approved change of programme in writing by us.

IMPORTANT

If module changes are necessary, please indicate below.

No change is authorised until you hold a written authority from the Registrar.

1 About you

| | | | |
|--------------------|--|----------------------|--|
| Surname | | Student ID | |
| Other names | | Year of entry | |

2 Programme change

| | Programme | Mode (full-time / part-time) | Level (ie 1 / 2 / 3) |
|-------------|------------------|----------------------------------------|--------------------------------|
| <i>From</i> | | | |
| <i>To</i> | | | |

| | |
|-----------------------------------|--|
| Date change effective from | |
|-----------------------------------|--|

3 Module changes

Please complete this section if module changes are necessary

| <i>From</i> | Module code | Semester | Module Title |
|-------------|--------------------|-----------------|---------------------|
| | | | |

| <i>To</i> | Module code | Semester | Module Title |
|-----------|--------------------|-----------------|---------------------|
| | | | |

Continued overleaf --

4 Faculty approval

| | | |
|------------------------------------------------------|------------------------------|-----------------------------|
| Have you discussed this with each Head of Programme? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|------------------------------------------------------|------------------------------|-----------------------------|

Programme and module change approved by Head of current Programme*

Name Signed Date

Programme and module change approved by Head of proposed Programme*

Name Signed Date

**For Joint Honours students this should be the signature of the Head of Joint Honours, not the Head of Programme*

5 For Registry use

| Action | Initials and Date |
|--------------------------------------------|--------------------------|
| 1 Checked by Deputy Registrar or alternate | _____ |

Notes:

| | |
|----------------------------------------------------|-------|
| 2 Transfer processed on SITS | _____ |
| 3 Modules amended | _____ |
| 4 Transfer notification to student (AEOLET1-C) | _____ |
| 5 Copy transfer notification to Faculty | _____ |
| 6 Notification to LEA, if applicable (CC-TRANSFER) | _____ |
| 7 File | _____ |

**When completed and all signatures obtained,
this document should be returned to Registry.**