

Application to change programme of study

SECTION 1 Guidance

September entry courses - Students must have completed their change of programme within the first 3 weeks of the Autumn Term.

January/February entry courses - Students must have completed their change of programme within the first 3 weeks of the Spring Term.

Approval to change a programme is at the discretion of the University. In certain circumstances the application may not be accepted.

International students on a Tier 4 visa need to liaise with the University Compliance Officer before completing this form.

SECTION 2 Student details

First Name: _____ **Surname:** _____

Student ID number: _____

Signature: _____ **Date (dd/mm/yyyy):** ____/____/____

SECTION 3 Change requested following discussion with programme convener(s)

Current Programme:

Programme title 1 _____

Programme title 2 _____

Year of Programme ☐

Date of leaving (dd/mm/yyyy): ____/____/____

New Programme:

Programme title 1 _____

Programme title 2 _____

Year of Programme ☐

Date of starting (dd/mm/yyyy): ____/____/____

Revised planned finish date: ____/____/____

This form should be handed to your department office to process

SECTION 4 Department approval

Current Programme	Print name clearly	Signature	Date (dd/mm/yyyy)
Programme Convener 1			
Programme Convener 2			
New Programme			
Programme Convener 1			
Programme Convener 2			

Confirmation of revised planned finish date: ____/____/____

For Registry use only

Date Record changed:

Initials:

For Compliance Office use only

Approval's date:

Signature: