**For using when transferring programmes within the same Faculty.**

Please complete all relevant sections and then hand this form to the Student Office once complete.

|  |  |
| --- | --- |
| **PART A: Change of Degree Programme Request** | |
| **Student ID Number:** |  |
| **Student Name:** |  |
| **Current Degree Programme:** |  |
| **Current Year of Study:** |  |
| **Proposed Degree Programme:** |  |
| **Proposed Year of Study:** |  |
| **Effective Date of Change:** |  |
| **Reasons for the Change:**  Please outline the reasons for the change of programme. |  |

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| **PART B: Change of Module Request**  Please outline the changes to module registration you would like approved. | | | | | |
| **OLD Programme Module Codes** | | **NEW Programme Module Codes** | | | |
| 1. | | 1. | | | |
| 2. | | 2. | | | |
| 3. | | 3. | | | |
| 4. | | 4. | | | |
| 5. | | 5. | | | |
| 6. | | 6. | | | |
| 7. | | 7. | | | |
| 8. | | 8. | | | |
| **Consent by the Student:** | | | | |
| **Signature:** |  | | | |
| **Printed Name:** |  | | **Date:** |  |

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| **PART C: Approval** | | | |
| **Note**:   * If changing to a combined honours programme, approval is required for each discipline * If you changing disciplines, approval is required from the both the releasing discipline and the receiving discipline | | | |
| **Approval by the Personal Academic Tutor:** | | | |
| **Signature:** |  | | |
| **Printed Name:** |  | **Date:** |  |
| **Approval by the Director of Programmes / Head of Teaching Programmes**  **– Releasing Programme:** | | | |
| **Signature:** |  | | |
| **Printed Name:** |  | **Date:** |  |
| **Approval by the Director of Programmes / Head of Teaching Programmes**  **– Accepting Programme:** | | | |
| **Conditions of Transfer:** To be completed by the Director of Programmes / Head of Teaching Programmes – Accepting Programme: | | | |
|  | | | |
| **Signature:** |  | | |
| **Printed Name:** |  | **Date:** |  |
| **Approval by the Director of Programmes / Head of Teaching Programmes**  **- in proposed second discipline for combined honours:** | | | |
| **Signature:** |  | | |
| **Printed Name:** |  | **Date:** |  |

**FOR OFFICE USE ONLY**

|  |  |  |
| --- | --- | --- |
|  | Date | Initials |
| Changes comply with degree regulations |  |  |
| Changes entered on Banner (SFAREGS) |  |  |
| HEICOCF completed for change of degree: |  |  |