**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.

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| **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:  |  |  |