

CHANGE OF REGISTRATION FORM

To be completed when changing Modules / Study Scheme / Faculty / Mode of Study

Please read the following notes carefully before completing the Form overleaf

This form must be completed whenever a student makes any change to their academic study. The form must be completed at the time the change takes place and returned to the Academic Office, Old College, once **all** the relevant signatures have been obtained:

1. **CHANGES TO INDIVIDUAL MODULES**

A change of module registration in the first four weeks of a semester (*for Part One students*), and the first three weeks of a semester (*for Part Two students*) requires counter-signature(s) by the relevant departmental staff.

NB: You must obtain the signatures of the departmental adviser(s) before approval by the Study Scheme Coordinator.

2. **CHANGE OF STUDY SCHEME AND FACULTY**

You must consult with the Academic Office or Deans' Office about any change in your Study Scheme or Faculty as this requires formal notification to your Local Education Authority (LEA) or other sponsor by the University. You should note that if you change your Study Scheme you are also obliged to inform your local authority.

Any change which takes place after the first four weeks of session always requires the signature(s) of the Dean(s).

NB: You must obtain the signature of the releasing Degree Scheme Coordinator before consulting those accepting you

3. **CHANGE OF MODE OF STUDY**

A change to your mode of study, from full-time to part-time and vice versa, will have implications for your fee and student loan status, and must be discussed with your local authority and the Student Loans Company.

A change to your mode of study requires the signature of the Dean.

CHANGE OF REGISTRATION FORM

PLEASE READ THE ACCOMPANYING NOTES
BEFORE COMPLETING THIS FORM

Students must complete all parts of this section in block capitals

Surname Forenames

Email.....

Student Number:..... Year of Course.....

CHANGE OF MODULES (to be completed when **any** change of module takes place)

From:

Module ID / Code	Semester	Signature of Module Co-ordinator

To:

Module ID / Code	Semester	Signature of Module Co-ordinator

Reason for Change (must be completed before form will be processed):

.....

Approved by Study Scheme Co-ordinator:.....

CHANGE OF PROPOSED STUDY SCHEME (If this change results in a change to module(s) please complete the above section)

From (current scheme details):

Study Scheme Code Title of Study Scheme Year of Course

To (new scheme details):

Study Scheme Code Title of Study Scheme Year of Course

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Signature of **Releasing** Study Scheme Co-ordinator:

Signature of **Accepting** Study Scheme Co-ordinator:

.....

CHANGE OF MODE OF STUDY

From:..... To:..... Expected Completion Date:.....

Please ensure you complete the **Change of Module** section above if necessary to reflect your correct module registration, and indicate below the number of credits you intend to pursue each session if you are changing your status to part-time:

Signature of Study Scheme Co-ordinator:

Dean's Signature (see notes overleaf)

I have read and understood the notes overleaf.

STUDENT'S SIGNATURE:

DATE CHANGE BECOMES EFFECTIVE:.....