SECTION 1: STUDENT DETAILS

NAME ......................................................... STUDENT ID NO ...........................................
(Block capitals, please)

LOGIN ......................................................... YEAR OF STUDY ...........................................
(eg. Stage 1, 2 or 3)

CURRENT DEGREE PROGRAMME .................................................................
3 year ☐ 4 year ☐ (Please tick as appropriate)

SPONSOR ..............................................................................................................

STUDENT SUPPORT NUMBER (where applicable) .................................................

SECTION 2: TRANSFER OF DEGREE PROGRAMME

PROPOSED DEGREE PROGRAMME .................................................................
3 year ☐ 4 year ☐ (Please tick as appropriate)

(a) Modules for which you are currently registered: (Please insert codes)

........... ........... ........... ........... ........... ........... ........... ...........

(b) Modules for which you wish to register: (Please insert codes, if different to (a))

........... ........... ........... ........... ........... ........... ........... ...........

Note: If your transfer of degree programme involves dropping or taking language, management science or business administration modules please also complete section 3 of this form.

SECTION 3: TRANSFER OF MODULES

Complete this section if your transfer involves

(a) a change of modules only and not a change to your degree programme;
(b) dropping or taking language, management science or business administration modules either within your current degree programme of as the result of a transfer to a new degree programme.

You should also sign the declaration in Section 4 overleaf, arrange for the Director of Studies to sign the form and return the completed form to the Course Administration Office, Octagon Reception, Computing Laboratory, without delay.

Module(s) to be dropped

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Signature of convenor

I note that this student is no longer taking this module and have amended my records accordingly.

Module(s) to be taken

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Signature of convenor

I have accepted this student onto my module
**SECTION 4: DECLARATION BY STUDENT:**

I accept that it is my responsibility to make up work I have missed, and that loss of teaching due to a change of degree programme does not constitute a concessions plea.

Signature of student …………………………………………………………………. Date …………………

**SECTION 5: APPROVAL ON BEHALF OF THE BOARD(S) OF STUDIES**

I/We agree to the transfer of degree programme with effect from……………………………………………………… and/or the change to module registration as set out overleaf.

Signature of Director of Studies for the current degree programme:

………………………………………………………………… Date ……………..

Signature of Director of Studies for the proposed degree programme (if different)

………………………………………………………………… Date ……………..

**NOTES OF GUIDANCE**

1. For a transfer of degree programme within the Faculty, Sections 1, 2, 3, 4 and 5 must be completed.

2. For a transfer of modules within an existing degree programme sections 1, 3, 4 and 5 must be completed.

3. Any transfer between programmes or change of modules is subject to the approval of the Director of Studies:

4. You should consult the appropriate Handbook for details of the deadline for degree transfers.

5. FAILURE TO COMPLETE MODULE OR DEGREE CHANGES ACCORDING TO THESE PROCEDURES COULD RESULT IN INCORRECT EXAMINATION OR DEGREE REGISTRATION.

**WHEN COMPLETED AND SIGNED THIS FORM SHOULD BE RETURNED, WITHOUT DELAY TO THE COURSE ADMINISTRATION OFFICE, ROOM S132, COMPUTING LABORATORY.**

**FOR OFFICE USE ONLY**

Database updated:

SS/lg
28/10/04&17/10/08