

## Change of Programme Form

Please note: If the change affects duration of study, students should seek advice from their funding body about funding implications and Tier 4 students should seek advice from International Student Advice (details below)

### STUDENT TO COMPLETE

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student ID Number** |  |  |  |  |  | |  |  |  |  |
| **Last/Family Name** |  | | | | | | | | | |
| **Forename(s)** |  | | | | | | | | | |
| **Have you already transferred from another institution to the University of Leeds?** | | | | | | Y/N | | | | |
| **Are you planning to temporarily withdraw before entering the new programme?** *If yes, please complete a leavers form. If you are a Tier 4 student, seek advice from International Student Advice (details below)* | | | | | | Y/N | | | | |

### SCHOOL(S) TO COMPLETE

1. Current Programme

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Programme Degree & Title** | |  | |
| **Programme Code** |  | **Class Code** |  |
| **Is change approved by student’s current parent school?** | | | Y/N |
| **Signed** |  | **Date** |  |

1. New Programme

|  |  |  |  |
| --- | --- | --- | --- |
| New Programme Degree & Title | |  | |
| **Programme Code** |  | **Class Code** |  |
| **Will this transfer cause the expected date of completion to change?** | | | Y/N |
| **Does the student have all the pre-requisites for the above modules?** | | | Y/N\* |
| **Please indicate below any optional/discovery modules the student will undertake on their new programme of study:**   | **CRN** | **Module Code** | **Module Title** | **Credits** | **Part of Term** | | --- | --- | --- | --- | --- | | *e.g. 1234* | *GEOG1000* | *Human Geography* | *10* | *2* | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | |
| **Do the above modules adhere exactly to the rules of the new programme? as set out in the programme catalogue?** | | | Y/N\* |
| *\* If no, fill in an* [*Ad-Personam form*](https://ses.leeds.ac.uk/info/21600/taught_and_research_student_operations/780/ad_personam_and_ad_hoc_programme_variation) *for the individual student’s case and submit it for formal approval by Chair’s Action by the Faculty’s PDSE (Pro-Dean for Student Education).* | | | |
| Please outline any further conditions relating to this transfer | | |  |
| **Is change approved by new (if different) parent school?** | | | Y/N |
| **Signed** |  | **Date** | DD/MM/YYYY |

1. To be completed for Tier 4 International students ONLY

|  |  |
| --- | --- |
| **Will the Change of Programme result in a change to the completion date?** | Y/N |
| If Yes, new expected completion date: | DD/MM/YYYY |
| 1. Scan and email this form to [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) 2. Advise the student to email [internationalstudents@leeds.ac.uk](mailto:internationalstudents@leeds.ac.uk) for advice about their immigration status 3. Do not update Banner until International Student Advice have approved the change   Please note that the change will not be approved for Tier 4 students until the above steps have been taken and approved. | |

### STUDENT TO COMPLETE

|  |  |  |  |
| --- | --- | --- | --- |
| **I agree to the above Change of Programme** | | | Y/N |
| **Signed** |  | **Date** | DD/MM/YYYY |

Once fully approved, please update the student record, retain an electronic copy, and notify other relevant schools accordingly (if applicable).