PROCEDURES FOR CHANGE OF PROGRAMME

**Please follow the important procedures below and ensure all sections of the form are signed before submitting it to Student Information Desk, Forum Building, Stocker Road, Exeter or to the ASU Office if you are based on the Cornwall campus. The form must be completed in full and signed by appropriate staff members. Failure to do so will mean that your request to change programme will not be implemented.**

**PART A** – Sections 1 and 2 of the **Request Form** should be completed by the student.

**PART B** – Section 1 should be signed by the student. Section 2 should be signed by the accepting and releasing College/s.

**ADDITIONAL INFORMATION**

**Note for Undergraduates and PGCE**

Registry Services will inform Student Loans Company or the Student Awards Agency for Scotland of any change of programme. However, students changing to a programme of longer duration should in all cases check with their funding body that grant/loan assistance can be extended to cover the longer course. You can also seek advice from the Students’ Guild Advice Unit (Exeter Campus students) contact 01392 7235209 or advice@FXU.org.uk (Cornwall Campus students) .

Please note that agreement to the change of programme by the University cannot be understood as an automatic undertaking by the University to support an application by the student to Student Loans Company or the Student Awards Agency for Scotland or sponsor for an extension of award.

**Programmes requiring police checks or self-declaration forms:**

Undergraduate

BSc Medical Imaging (Diagnostic Radiography) – police checks and self-declaration

BSc Applied Psychology (Clinical) – self-declaration only, police checks to be completed prior to Year 3

Postgraduate

Some Postgraduate programmes involve work with children or other vulnerable members of society and it is necessary for you to complete police checks and/or a self-declaration form. We will seek advice from the academic College concerned and contact you with details if necessary.

NB All PGCE programmes require police checks and self-declaration forms.

Overseas

If police checks are required as a condition of entry to this programme and you have lived outside the UK for a continuous period of more than 6 months at any point during the last 5 years then and police checks are required you will be required to complete police checks or equivalent to cover the time spent in these countries.

For further information regarding police checks or self-declaration forms prior to joining a programme please see [www.exeter.ac.uk/crb](http://www.exeter.ac.uk/crb) or contact the Admissions Office.

**All International Students**

**Please be aware that changing your programme or mode of study may have serious implications on your immigration status and the University is required to inform the UK Border Agency of your change of programme. You should contact the International Student Support Office (isa@exeter.ac.uk) for advice.**

*INTO staff use only:*

*UKBA notified? □*

*Date \_\_\_\_\_\_\_\_\_\_\_*

**PART A - REQUEST FORM**

SECTION 1 – STUDENT DETAILS

Name of student (in full)

Student Number

Fee Status (please circle) Home & EU International

Qualifications achieved on entry to Exeter University (i.e. A-Levels, IB, Access, BA, MA, etc)

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| **Subject** | **Level** | **Grades** |
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SECTION 2 – PROGRAMME DETAILS (to be completed by Student in conjunction with the College)

**PRESENT PROGRAMME** (e.g., BA Economics, MA History)

Current year of study 🞎 1 🞎 2 🞎 3 🞎 4

Proposed last date of attendance: Current programme **\***

**PROPOSED NEW PROGRAMME** (eg BA Economics, MA History)

Proposed year of study 🞎 1 🞎 2 🞎 3 🞎 4

Proposed effective date of entry into proposed programme **\***

If you are changing from a Full Time programme or mode of study to a Part Time programme or mode of study please indicate whether you are on:

Part Time Study but Full Time Fee 🞎 Part Time Study and Part Time Fee 🞎

Standard entry grades and any subject requirements (if applicable)

CRB or Self-Declaration required Yes🞎 No 🞎

(See additional information sheet for list of programmes with this requirement – page1)

Please note: A Medical check is completed using a medical questionnaire for BSc Medical Imaging (Diagnostic Radiography) and for BSc Applied Psychology (Clinical).

\* **If these dates are not the same please also complete an interruption form**

**PART B - CONSENT FORM**

### SECTION 1 – STUDENT CONFIRMATION

I confirm I wish to transfer my studies as detailed above

Signature of student

### SECTION 2 – COLLEGE APPROVAL

**RELEASING COLLEGE** Name of College

Name of **Director of Education** (PLEASE PRINT)

Signature of **Director of Education** Date

**Do the modules studied on the present programme count towards the new programme?**

**Yes🞎 No 🞎**

**ACCEPTING COLLEGE** Name of College

Please check the information provided above as the student may not meet your normal entry requirements.

Name of **Director of Education** (PLEASE PRINT)

Signature of **Director of Education** Date

**2ND ACCEPTING COLLEGE** (if combined honours)

Please check the information provided above as the student may not meet your normal entry requirements.

Name of College

Name of **Director of Education** (PLEASE PRINT)

Signature of **Director of Education** Date

**Office Use:**

 SITS updated [ ]

 Exam check [ ]

 Disrep ILP [ ]

MODULE CHANGE FORM

**To be completed when changing programme and module(s)**

Student Number (this will be found on your Student UniCard)

Name of student (in full)………………..…………………………………… Year of Study…….…..

Programme (eg BA Economics, MA History)..……………………………………………………….

**Modules to be entered**

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| --- | --- | --- | --- | --- | --- |
| Module Code | Title | CreditRating | Term | Method of Assessment[[1]](#footnote-1) | College Signature[[2]](#footnote-2) |
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**Modules to be deleted**

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| --- | --- | --- | --- | --- | --- |
| Module Code | Title | CreditRating | Term | Method of Assessment1 | College Signature[[3]](#footnote-3) |
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Programme signature[[4]](#footnote-4)………………………………………………….. Date……………………………………

Student signature……………………………………………………….. Date…………………………………….

Please return this form to your College office who will pass the information to the Examinations Office.

1. EX = exam (where exam constitutes any portion of the assessment), CW, DI, etc. [↑](#footnote-ref-1)
2. Authorised signature from the College which ‘owns’ the modules to be deleted. [↑](#footnote-ref-2)
3. Authorised signature from the College which ‘owns’ the module to be entered. [↑](#footnote-ref-3)
4. Authorised signature from the person responsible for the student’s programme. [↑](#footnote-ref-4)