

Application to change programme of study (Taught students)

Part A: Student details *Please type or print in block capitals*

First name Surname

Student number Department

Tier 4 visa holder (International students only) (tick box if yes)

The University will to notify the Home Office of changes to your programme of study and your expected end date. You are reminded that it is your responsibility to ensure that you are not in breach of immigration regulations. Advice can be obtained from one of the University's designated immigration advisers:

<https://www.york.ac.uk/students/support/international/immigration/>

Current

Programme of Study

Date your studies began / / Current year of study e.g. Year 1

Mode of attendance Full-time Part-time Distance Learning

New Programme of Study

Year of study (new programme)

Mode of attendance (new programme) Full-time Part-time Distance Learning

Disclaimer

I understand it is my decision to transfer at this stage and any additional work I have been asked to complete by the department is necessary in order to transfer into the new programme. I am aware that although my new department(s) will give reasonable assistance with any additional work I have to undertake, it is my responsibility to carry out that work. The academic outcome will depend on my taking on any extra work and being able to cope with the extra workload which may inevitably result from a transfer at this stage in my academic process. Therefore I understand that this additional workload will not be accepted as a Mitigating Circumstance or grounds for appeal.

Signed Date / /

NOTE! You will receive notification of this change after the effective from date. In some circumstances this may be in the following academic year. You will be informed if the transfer request has not been approved.

Part B – To be completed by the Chair of Board of Studies/Combined Chair of Board of Studies/Graduate Chair of the current programme

Tier 4 visa holder? (tick box if yes)

Please note that changes to a student's programme of study must be notified to Home Office within 10 days of the University approving any changes to the Tier 4 visa holders' circumstances.

There is a limit to the number of years that a student can study in the UK on a Tier 4 visa (<http://bit.ly/1dJKuxo>) . Also a student should only start a new programme if academic progression has been justified. This record will be checked before it is reported to the Home Office. If it is found that the student is unable to change programmes the change will be reversed. If you would like to check the student's record before approval please email the details to pbis@york.ac.uk.

This section must be completed for any programme change that involves meeting a progression requirement. Please include any relevant comments on the student's current academic standing / performance / attendance below or on a separate sheet (to be attached to this form). This progress report must be signed by the Chair of Board of Studies. Please ensure you have explained what the student will have completed at the point they transfer programme.

Chair of BoS/GSB (of original programme/route)
(please print)

Signed **Date** / /

Part C – To be completed by the new Board of Studies/Graduate Chair in the event of a change in Boards, otherwise by the existing Board of Studies/Graduate School Board

Part C.i – Details of new programme of study

New programme

Intended Award **Year of Study**

Part C.ii – Module credit details

Number of credits from the existing programme of study which will become part of the new programme

Remaining number of credits required from the new programme of study to qualify for the final award stated

Will the proposed transfer require the student to go on leave of absence?
NOTE 2: If yes, a separate Leave of Absence form is required.

You must note any of the following:

Repeat Study

Missed essential teaching

Waiving of credit

Exemptions from assessment

Part C.iii – Please note that this section must be completed in order for the transfer to be processed

Transfer effective from date

Chair of BoS/GSB
(please print)

(of new programme/route)

Signed

Date