**EUCLID - Request for New UG Programme / UG Programme changes**

***Please use the headings below to fill in this template and send to your College for authorisation. The College should then return the completed form to EUCLID\_Staff\_Support@ed.ac.uk***

**Please complete ALL fields to avoid a delay in processing your request**

|  |  |
| --- | --- |
| **UCAS code (if known)** | **Type of Change (select)** |
|  | Add new  Closure |

|  |  |
| --- | --- |
| **Programme Name** | **Qualification** |
|  |  |

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| --- | --- | --- | --- |
| **College** | **School** | **DACS code (if prog. already exists)** | **Score value (0 – 4)** |
|  |  |  |  |

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| --- | --- | --- |
| **Entry Start Date**  **(if not September)** | **Duration of**  **programme** | **Method of study** |
|  |  |  |

|  |  |
| --- | --- |
| **Authorisation( college) by:** | **Date** |
|  |  |

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| --- |
| **Additional comments (e.g. non-standard start dates other years)** |
|  |

|  |  |
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| **Requested by** | **Tel /email** |
|  |  |

***For help in completing this form please refer to Staff Support FAQ***

[*http://www.euclid.ed.ac.uk/staff/FAQ/*](http://www.euclid.ed.ac.uk/staff/FAQ/)