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| Transfers of programme can be requested during the Prescribed Period e.g. from PhD to MPhil or a change to the mode of study e.g. full-time to part-time.  This form should be completed by Postgraduate Research (PGR) student, sent by email to the Principal Supervisor for approval, and then forwarded by email to the Graduate School for further action. Supporting documents must be attached as appropriate.  **If the Principal Supervisor or Graduate School is recommending the transfer and the student does not agree with the recommendation, the Principal Supervisor should initiate the request then follow approval procedure above. In such cases, the student is not required to sign this form but should provide a statement giving his/her reasons for disagreeing with the recommendation. The student statement should be submitted to College with this form.** |
| Graduate Schools should email a copy of the completed form and supporting evidence to [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |
| Please refer to the PGR Degree Regulations and Programmes of Study <http://www.drps.ed.ac.uk>. |
| Please note before completing: |

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| --- | --- | --- | --- | --- |
| Student Surname |  | Student Forename(s) |  | |
| School |  | UUN |  | |
| Current Programme Title |  | Current Programme Code |  | |
| New Programme Title |  | New Programme Code |  | |
| Date change is to be effective from |  | Tier 4 visa holder  (please tick as appropriate) | Yes | No |

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| **Reasons for Change of Programme/Transfer Request** | |
| *Please give details of the reason a change of programme is required, e.g. decision following programme review* (box will expand with text) | |
| Supporting Documentation (please list any documentation you are attaching to this form e.g. annual progress review report) |  |

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| For Tier 4 students only:  Please tick to confirm you have sought advice from Edinburgh Global about impact of change of programme on visa status  (http://www.ed.ac.uk/global/student-advisory-service) |  |

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| --- | --- |
| Please state your source of funding:  *e.g. self-funded, EPSRC etc.* |  |
| Please tick to confirm that you have sought advice about the impact of a change of programme/transfer on your funding |  |

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| --- | --- | --- | --- |
| APPROVED BY | Print Name | Signature | Date |
| Student\* |  |  |  |
| Supervisor\* |  |  |  |
| Head of Graduate School\* |  |  |  |
| College\* |  |  |  |

*\*An e-mail from the student/supervisor/HoGS/College Dean confirming approval is acceptable*

**For completion by the College Office once EUCLID updated**

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| --- | --- | --- | --- |
| Name |  | Date |  |

**Document control (College Office use only)**

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| Date approved: 14 July 2017  Start date: 1 August 2017 | Amendments: | Date for next review: April 2018 |
| Contact: Academic Policy Officer | Department: Academic Affairs, College of Science and Engineering | Email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) |
| If you require this document in an alternative format please email: [pgrcse@ed.ac.uk](mailto:pgrcse@ed.ac.uk) | | |