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| Transfers of programme (e.g. from PhD to MPhil) or a change to the mode of study (e.g. full-time to part-time) can be requested during the **Prescribed Period**.  This form should be completed by Postgraduate Research (PGR) student, sent to the Principal Supervisor for approval, and then forwarded to the Graduate School for further action. Supporting documents should 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 their 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>. | | | | | | | | | |
| **Student Details** |  | | |  |  | | | | |
| 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 | |  | Student Route/Tier 4 visa holder (tick) | | | Yes | No |
| State period of time  required to submit  lower award  (If applicable) | |  |  | | |  |  |

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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) |  |

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| For Student Route/Tier 4 visa holders only:  Please tick to confirm you have sought advice from Student Immigration Service about the impact of a change of programme on your visa status  <https://www.ed.ac.uk/student-administration/immigration/contact-us> |  |

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| Please state your source of funding:  *e.g. self-funded, EPSRC etc.* |  |
| If not self-funded, 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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| Graduate School / Supervisor comments (optional) |
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| **APPROVED BY\*** | **Print Name** | **Signature** | **Date** |
| Student |  |  |  |
| Supervisor |  |  |  |
| Head of Graduate School |  |  |  |
| College |  |  |  |

*\*Emails confirming approval are acceptable*

**For details on why we need this information and how we use it, please see:**

<https://www.ed.ac.uk/academic-services/students/privacy-notices>

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

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| --- | --- | --- |
| Date approved: 1 April 2022  Start date: 1 April 2022 | Amendments: Included references to Student Route visa (formerly Tier 4) | Date for next review: April 2023 |
| Contact: Postgraduate Research Support 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) | | |