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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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| **The following section should be completed by the Graduate School / Supervisor and is only applicable to Tier 4 / Student Route visa holders. We are required to formally record the following information for UKVI reporting purposes. This section is not required where the student is transferring to the lower level award of an integrated programme.** | |
| Is the new programme related to the current programme for which the current visa is granted? |  |
| Does the new programme, in combination with the studies to date, support the student’s career aspirations? |  |
| Briefly state how the new programme relates to the programme for which the student was originally sponsored (if applicable) |  |
| Briefly state how the statement provided on page 1 demonstrates that the new programme, in combination with studies to date, will support the student's career aspirations (if applicable) |  |

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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: 18 October 2022  Start date: 18 October 2022 | Amendments: Tier 4 / Student route visa section added on page 2 | Date for next review: October 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) | | |