**BEFORE COMPLETING THE FORM PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

There may be serious financial implications if you change your programme or mode of attendance at Exeter. You are strongly advised to consult your PGR Support Team before completing this form.

Please also read the following document which gives guidance on all matters relating to your status and periods of study: - [TQA, Chapter 5: Changes to registration status for graduate research students](http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/pgr/periodsofregistration/#mode)

1. **Scholarships & Studentships**: If you are in receipt of funding to support your study, it is vital that you check whether your proposed change is within the terms of the studentship before requesting any changes. Changes made that breach the terms may result in the loss of the studentship and you may be liable to return funding. If in receipt of a Research Council funded studentship you need to indicate this in part A, and the nominated contact will inform the Research Council. Contact your PGR Support Team if you are unsure.
2. **Student Finance England Doctoral Loans**: If you are in receipt of a doctoral loan from Student Finance England (SFE), the university will notify SFE of your change of programme/mode of attendance and your loan payments will be adjusted. It is your responsibility to discuss your withdrawal and the implications on your loan with your loan provider. If you are changing to a part time variant (ie. 0.6, 0.7, 0.8 or 0.9 FTE) you will be considered as Part Time for loan purposes, and the loan payments will be adjusted to 0.5 equivalent. We are working hard to try and amend this, but currently it is not possible for the loan to be adjusted to anything other than 0.5 or 1 FTE. If you have any questions, please contact pgradmin@exeter.ac.uk BEFORE applying to change mode of attendance.
3. **Other Loans, Scholarships and Sponsorship**: It is your responsibility to discuss your change of programme/mode of attendance and how it will affect your funding with your funding provider. The University will not negotiate the terms of your change of programme/mode of attendance with your funding provider on your behalf**.**
4. **International Students:** If you are changing from Distance Learning to campus based study, you will need to apply for a Student visa, contact International Student Support for a new CAS number and the latest advice on [applying for a Student visa](https://www.exeter.ac.uk/students/international/applyingforavisa/studentvisas/atas/).
5. **International Students:** If you are currently on a Student/Tier 4 visa, there are certain requirements you must meet before being permitted to change your programme of study. You should be able to change your programme without first needing a new visa if your new course:
* has the same mode of attendance and
* is within the same subject area and
* is at the same level and
* you can finish your new course within the validity of your current visa

If your request does not meet these requirements, you are likely to need a new Student visa before your request can be approved. In some cases, you will have to apply for your new visa from outside the UK.

If your new course is shorter than your previous one the University will report your new end date to UK Visas and Immigration (UKVI). You will not need to get a new visa, but you should be aware that your visa validity will be reduced to reflect the new end date.

If you are planning to change your mode of attendance, for example from a **full-time to part-time** or **part-time to full-time** programme, this will impact your visa. Contact International Student Support for individual advice (visaadvice@exeter.ac.uk).

Further details available on: [www.exeter.ac.uk/internationalstudents/visaconditions/changingprogramme/](http://www.exeter.ac.uk/internationalstudents/visaconditions/changingprogramme/)

**Once you have completed the form below, please return it to your PGR Support Team (see your** [College Handbook](http://www.exeter.ac.uk/doctoralcollege/support/studenthandbook/) **for details)**

**ADDITIONAL INFORMATION**

**Applications to change from a PGT Masters degree to a PGR Masters (MbyRes) degree:**

Please do not use this form to change programmes between Faculties. Instead, please contact your PGT programme office to formally withdraw from your original programme of study and then contact Admissions to re-apply for the new PGR programme. This is due to the different entry requirements of each programme.

**Programmes Requiring Enhanced Disclosure and Barring Service (DBS) Clearance:**

Some programmes involve work with children or other vulnerable members of society and it is necessary for you to complete an Enhanced Disclosure and Barring Service (DBS) check which must be deemed satisfactory by the University. We will seek advice from the academic College concerned and contact you with details if necessary.

**DBS or Self Declaration**

All undergraduate and postgraduate international and EU students will be required to obtain evidence from their own country that a criminal record check has been carried out. The evidence we require is ONE of the following**:**

 (i) Certificate of good conduct

 (ii) Police report

 (iii) Other evidence of a clean criminal record

**SECTION 1 – STUDENT DETAILS**

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **Fee Status**  | [ ] Home/EU [ ] International  |
| **Date of entry** |  |

**Finance and Funding:** Please read points 1-3 above

|  |  |
| --- | --- |
| **Have you received a scholarship for fees and/or maintenance for your studies from a sponsor, the University of Exeter or Research Council?**  | [ ] Yes [ ] No If yes, please state: |
| **Do you receive fees and/or maintenance from the US Federal Aid Scheme?**  | [ ] Yes [ ] No  |
| **Are you in receipt of a Doctoral Loan from Student Finance England (or a loan from another loan provider)?**Changing Mode of Attendance will affect your loan payments. | [ ] Yes [ ] No  |

**Circumstances:** Please provide a brief outline of your circumstances and why you are requesting this change of programme

|  |  |
| --- | --- |
| **Reason for the request** *(max 100 words)* |  |

**SECTION 2 – Current Programme Details**

|  |  |
| --- | --- |
| **Current Programme** |  |
| **College** |  |
| **Campus or off-campus category** | [ ] Exeter [ ] Cornwall [ ] Distance Learning [ ] Split Site |
| **Mode of Attendance**  | [ ] Full Time [ ] Part Time - please state FTE:  |
| **Start date**  |  |
| **Last date in attendance**  |  |
| **Does the period of study already undertaken count towards the total period of study on the new programme?** | [ ] Yes [ ] No **If NO, you will need to WITHDRAW from your current programme and re-apply for the new programme. DO NOT USE THIS FORM** |

**SECTION 3 – Proposed New Programme**

|  |  |
| --- | --- |
| **Proposed New Programme** |  |
| **College (if different)** |  |
| **Campus or off-campus category** | [ ] Exeter [ ] Cornwall [ ] Distance Learning [ ] Split Site |
| **Mode of Attendance**  | [ ] Full Time [ ] Part Time - please state FTE:  |
| **Start date**  |  |
| **DBS or Self-Declaration required?** | [ ] Yes [ ] No  |
| **ATAS required**  | [ ] Yes [ ] No  |
| **Effective date of entry onto new programme** |  |

**IMPORTANT NOTICE:** If the new programme involves a change in modules please complete the Module Change Form on Page 5. This is particularly relevant to EdD students or 4-year PhD students in their Masters year.

**SECTION 4 –** **Change of Supervisors**

|  |  |
| --- | --- |
| **New 1st Supervisor & % weighting** |  |
| **New 2nd Supervisor & % weighting** |  |
| **New Pastoral Tutor** |  |

**SECTION 5 –** **Consent and Approvals**

|  |
| --- |
| **Student**I confirm I wish to transfer my studies as detailed in the above form. [ ]  Signature & Date OR [ ] Submission via email (attached) |
| **Supervisor (current)**I confirm the transfer of programme has been discussed with me and meets with my approval.[ ]  Signature & Date OR [ ] Submission via email (attached) |
| **Immigration Compliance** (*if applicable*)Are you an international student or here on a University sponsored visa? [ ]  Yes [ ]  NoIf YES, please submit this electronic form to immigrationcompliance@exeter.ac.ukI confirm the student meets the Student visa conditions relating to change of programme/mode of attendance.[ ]  Signature (Immigration Compliance) OR [ ] Submission via email (attached) |
| **College Approval** (If change is within the same College)I confirm the student meets the normal entry requirements for the programme[ ]  Signature (College Director of PGR) & Date OR [ ] Submission via email (attached) |
| **College Approval** (If change is to a different College)Releasing College: I confirm the College have approved the transfer of the student.[ ]  Signature (College Director of PGR) OR [ ] Submission via email (attached)Accepting College: I confirm the student meets the normal entry requirements for the programme[ ]  Signature (College Director of PGR) OR [ ] Submission via email (attached) |

**MODULE CHANGE FORM**

**To be completed if changing programme and module(s)**

*Please keep this form attached to the details above and the information will be passed to the Examinations Office*

|  |  |
| --- | --- |
| **Full Name** |  |
| **Student Number** |  |
| **New Programme**  |  |
| **Year of Study** |  |

**Modules to be deleted**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Title** | **Credit Rating** | **Method of Assessment[[1]](#footnote-1)** | **College Signature[[2]](#footnote-2)** |
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**Modules to be entered**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Title** | **Credit Rating** | **Method of Assessment1** | **College Signature[[3]](#footnote-3)** |
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Programme signature [[4]](#footnote-4) Date

Student signature Date

1. EX = exam (where exam constitutes any portion of the assessment), CW, DI, etc [↑](#footnote-ref-1)
2. Authorised signature from the College which ‘owns’ the modules to be deleted [↑](#footnote-ref-2)
3. Authorised signature from the College which ‘owns’ the module to be entered [↑](#footnote-ref-3)
4. Authorised signature from the person responsible for the student’s programme [↑](#footnote-ref-4)