

SECTION 1: STUDENT COMPLETION (submit to your Student Advice Centre following completion of Sections 1 & 2)

Full Name												
Student ID				Status (tick)	Home			EU		Overseas		
Current Faculty	ADH		BAL			CEM		HLS				
Current Programme Title									Programme Code			
Level of study (tick)	3	4	5	6	7	Please tick		UG	PG			
Location of Study						Type	FT	PT		DL		
Reason for Change	Career Change		Suitability		Medical		Financial		Job Related		Academic	

I wish to transfer to the following programme of study:

New Programme Title									Programme Code			
New Faculty	ADH		BAL			CEM		HLS				
Level of study (tick)	3	4	5	6	7	Please tick		UG	PG			
Location of Study						Type	FT	PT		DL		

In requesting this Change of Programme, I agree that:

1. I have consulted with Student Finance & Welfare (sfw@dmu.ac.uk) about the possible impact upon my funding.
2. I have informed my current programme team of my intent to transfer from the programme, and am aware of any specific admissions requirements for the programme I wish to join.
3. A change of programme may result in a change of delivery method or approach.
4. If the application is for a **mid-year** change of programme, I understand that this will result in a Leave of Absence for the remainder of the current academic year with the new course starting the following academic year.
5. If the application is towards the end of the academic year and I continue on my current programme I understand that a change of programme will only be approved if I meet the academic progression requirements on my current programme (As per DMU Academic Regulations).

Student Signature						Date		
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SECTION 2: ACCEPTING PROGRAMME LEADER COMPLETION

AUTHORISATION I approve this transfer on academic grounds				
Accepting Programme Leaders Signature			Date	
Conditions				

SECTION 3: FACULTY OFFICE COMPLETION (accepting faculty - Student Route students only)

Has student completed the supporting statement form			
Current programme end date		New programme end Date	

Faculty Office to forward completed forms for overseas students to immigrationcompliance@dmu.ac.uk.

SECTION 4: IMMIGRATION COMPLIANCE OFFICE COMPLETION (Student Route students only)

Current Visa type			Current Visa/BRP Expiry Date		
Copy of Entry Clearance			ATAS Required	YES	NO

Tick Relevant Outcome				
<input type="checkbox"/>	The application for programme change is not approved.			
<input type="checkbox"/>	The application for programme change is approved and the student may begin studying their new programme without undertaking further action regarding their VISA.			
<input type="checkbox"/>	Student is unable to change programme without first requesting a new CAS from admissions and returning home to apply for a new visa.			
Reason for decision/details				
ICT Signature			Date	