# Application to Change Candidature

**Postgraduate Research Students**

For guidance on completing this form, please see: [www.shef.ac.uk/rs/code/candidature](http://www.shef.ac.uk/rs/code/candidature)

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## SECTION 1: TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First Name</th>
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<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Department</th>
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- Are you studying in the UK on a visa?  
  - [ ] Yes  
  - [ ] No

- Are you funded by a Doctoral Loan  
  - [ ] Yes  
  - [ ] No

- Are you funded by a Research Council scholarship (if yes, provide details)  
  - [ ] Yes  
  - [ ] No

**Change of candidature – tick all that apply:**

- [ ] Change of mode of attendance
- [ ] Change of programme of study
- [ ] Change of research topic
- [ ] Change of Department and/or Faculty

*Additional details: please use this space or attach additional sheets to add further information*

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**ATAS – Academic Technology Approval Scheme (applies only to non-UK/EU/EEA students):**

ATAS approval is issued by the Foreign and Commonwealth Office (FCO) and is specific to a student’s research topic and programme of study. Students who change their research topic and/or programme of study may need to apply for a new ATAS approval certificate. If new ATAS approval is required, students are not permitted to commence their new programme or research topic until ATAS clearance has been approved by the FCO and email confirmation approving the change of programme/research topic has been issued by Research & Innovation Services. For more information see [http://www.sheffield.ac.uk/ssid/international/immigration/atas](http://www.sheffield.ac.uk/ssid/international/immigration/atas)

- Does this change require ATAS approval?  
  - [ ] Yes  
  - [ ] No

- If yes, has the request for ATAS been submitted and approved?  
  - (if yes, please attach a copy of the new ATAS certificate)  
  - [ ] Yes  
  - [ ] No

<table>
<thead>
<tr>
<th>Student signature:</th>
<th>Date:</th>
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**Confirmation of the outcome of your change of candidature request will be sent to your University email account**
### SECTION 2: TO BE COMPLETED BY THE ACADEMIC DEPARTMENT

Do you support the student’s application for a change of candidature?  
☐ Yes  ☐ No

Additional details: *please use this space or attach additional sheets to add further information*

**For a change of programme relating to Tier 4 students only.** Please tick all that apply. If none of the options below apply this form should not be approved by the department (see [www.shef.ac.uk/rs/code/candidature](http://www.shef.ac.uk/rs/code/candidature))

This change of programme is to a new programme which is:

- ☐ Part of the same subject discipline  
- ☐ A deeper subject specialism  
- ☐ To support the student’s career ambitions

This application has been considered by the Department(s) and the above information is accurate

<table>
<thead>
<tr>
<th>Supervisor Name:</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>HoD/PG Tutor Name (current dept):</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>HoD/PG Tutor Name (new dept, if applicable):</td>
<td>Signature:</td>
<td>Date:</td>
</tr>
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Completed forms should be sent to your [Departmental PGR Administrator](mailto: ) who will forward them to Research Services. Departmental PGR Administrators: Please return this completed form to one of the following Faculty-specific email addresses: Arts & Humanities - [pgrarts@sheffield.ac.uk](mailto:pgrarts@sheffield.ac.uk); Engineering - [pgreng@sheffield.ac.uk](mailto:pgreng@sheffield.ac.uk); Medicine, Dentistry & Health - [pgrmdh@sheffield.ac.uk](mailto:pgrmdh@sheffield.ac.uk); Science - [pgrsci@sheffield.ac.uk](mailto:pgrsci@sheffield.ac.uk); Social Sciences - [pgrsocsci@sheffield.ac.uk](mailto:pgrsocsci@sheffield.ac.uk)

### SECTION 3: TO BE COMPLETED BY INTERNATIONAL STUDENT SUPPORT FOR APPLICATIONS BY OVERSEAS STUDENTS ONLY

Is the proposed change of candidature compatible with UK immigration policy?  
☐ Yes  ☐ No

Additional notes:

### SECTION 4: TO BE COMPLETED BY RESEARCH SERVICES

Is a new ATAS application required?  
☐ Yes  ☐ No

Does this withdrawal/ transfer require reporting to:

- UKVI  
  - ☐ Yes  
  - ☐ No
- Student Loans Company  
  - ☐ Yes  
  - ☐ No

Is this change of candidature request approved by the Faculty?  
☐ Yes  ☐ No

Additional notes:

Signed on behalf of the Faculty by:

<table>
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<tr>
<th>Name:</th>
<th>Signature:</th>
<th>Date:</th>
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Revised end date for payment of tuition fees:  
DD  MM  YYYY

Revised time limit for submitting the thesis:  
DD  MM  YYYY