



The University Of Sheffield.

# Application for Leave of Absence and to Change Programme of Study

**Undergraduate and Postgraduate Taught students**

**For guidance on completing this form, and sources of further information:**

**Students:** [www.sheffield.ac.uk/ssid/change-of-status/degree](http://www.sheffield.ac.uk/ssid/change-of-status/degree)

**Staff:** [www.sheffield.ac.uk/sss/sas/rsr/cos/programme](http://www.sheffield.ac.uk/sss/sas/rsr/cos/programme)

## Student Details

You should visit/contact your department for advice before completing this form

Registration Number  
Please enter all 9 digits

If you have a tier 4 visa, please tell us where you will be living during your leave. Forms cannot be processed without this information.

Family Name  
Please print

First Name(s)

Are you studying in the UK with a visa? Yes No

**CORONAVIRUS:** Please confirm if this leave request is because you are unable to continue your studies due to the Coronavirus (COVID-19) outbreak, for instance due to illness, quarantine or an inability to study remotely:

**Yes** this leave is related to the Coronavirus (COVID-19) outbreak

**No** this leave is not related to the Coronavirus (COVID-19) outbreak

## Period of Leave of Absence

Date the student stopped attending or engaging with their programme of study\*. Enter dates as DD/MM/YY

End date of Leave\*. / /

Reasons for the application. At least one reason code must be entered, but a second reason code may also be added

Primary reason Secondary reason CODES: 1 Academic 2 Financial 3 Medical 4 Personal  
5 Maternity/paternity/adoption 6 Intercalation (see below)

**For the remainder of the 19-20 academic session, if leave is on medical grounds, a medical certificate DOES NOT need to be submitted with this form.** Students in the Faculty of Medicine, Dentistry and Health are still required to see Occupational Health.

### Faculty of Medicine, Dentistry and Health only:

Does this Leave of Absence include a period of intercalation? Yes No

Is the student intercalating on a University of Sheffield postgraduate programme? Yes No

\*Please ensure dates correspond with semester dates ([www.shef.ac.uk/about/dates](http://www.shef.ac.uk/about/dates))

## Application to Change Programme

Current programme  
eg BA Economics

Current programme code

New programme  
eg BSc Economics

New programme code

Date starting new programme\* / /

New level of study  
eg 1,2,3,A,B,C

New expected date of completion of programme\* / /

Enter dates as DD/MM/YY

### M-level students in the Faculties of Science or Engineering only:

\*Please ensure dates correspond with semester dates ([www.shef.ac.uk/about/dates](http://www.shef.ac.uk/about/dates))

Does the change of programme require ATAS? (Academic Technology Approval Scheme) Yes No

If yes, has the request for ATAS been submitted and approved? Yes No

ATAS approval must be obtained before submitting an application to change programme. Students are not permitted to change programme until email confirmation approving the change of programme has been issued by the University. Further information is available from: [www.shef.ac.uk/ssid/international/immigration/atas](http://www.shef.ac.uk/ssid/international/immigration/atas)

### Year in Industry/Placement

If the new programme involves any of the above please supply information below where available.

Name and Address of employer/  
placement/institution

Name of contact

Telephone number of contact

Start date        /        /        End date        /        /        Enter dates as DD/MM/YY

### Student Signature

Signature \_\_\_\_\_ Date        /        /

**Important: Check your email!** You will be sent confirmation of the change of programme, if approved, to your University email account.

### Academic Department Signatures

Department staff to complete

This application has been checked for accuracy, and approved in line with any relevant General and Programme Regulations

ACADEMIC ADVISER	Date	/	/	ACADEMIC ADVISER	Date	/	/
DEPARTMENTAL APPROVAL	Date	/	/	DEPARTMENTAL APPROVER	Date	/	/
DUAL DEPARTMENTAL APPROVAL	Date	/	/	DUAL DEPARTMENTAL APPROVER	Date	/	/
RELEASING DEPARTMENT NAME	RECEIVING DEPARTMENT NAME (IF APPLICABLE)						

Notes:

**ACADEMIC DEPARTMENT:**

Please email the completed form to [sas.cos@sheffield.ac.uk](mailto:sas.cos@sheffield.ac.uk). PLEASE NOTE: you must insert a subject for the email in the following format to avoid delays in processing: XXXCOS (where XXX is your department code; eg. MAS, ACS, ACE, DEN).

### Student Support Services Staff to complete

ISS Team	Date	/	/	ATAS approved
Faculty Approval	Date	/	/	
Record updated	Date	/	/	Record checked
				PGT checklist completed
Dept notified	Student notified	Sponsor notified	NHS notified	Events Team notified