



The University Of Sheffield.

Application to Change Programme of Study

Undergraduate and Postgraduate Taught students

For guidance on completing this form, and sources of further information:
Students: www.shef.ac.uk/ssid/change-of-status/degree
Staff: www.shef.ac.uk/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	Are you studying in the UK with a visa?	Yes	No
Family Name Please print	First Name(s)		

Application to Change Programme

Current programme eg BA Economics	Current programme code	
New programme eg BSc Economics	New programme code	
New level of study eg 1,2,3,A,B,C	Date starting new programme*	/ /
	New expected date of completion of programme*	/ /

Enter dates as Day/Month/Year

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

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

*Please ensure dates correspond with semester dates
(www.shef.ac.uk/about/dates)

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

Module/Unit changes

Tick the box if **all** modules/units on the student's record are to be retained

Otherwise, list below **all** the modules/units that will count towards the **new** programme of study (including Core and Achieve More modules). Modules/units being added must be approved by the owning department prior to the change being approved by the home department. Please note if a unit is already listed on the student's present academic record, please indicate this in the **approved by** box with an asterisk*.

Modules/Unit Codes	Credit values	AUT/SPR/ACAD YEAR	Approved by
ACHIEVE MORE MODULE		Please tick	
INCLUDING LANGUAGES FOR ALL UNITS (IF TAKEN)		TOTAL	

The Total Credits should add up to 120 (UG) or 180 (PGT) for a full-time student (except where a student will be studying for a single semester only, following a mid-session return from leave of absence; where a UG student recommencing Level 1 wishes to choose unrestricted modules/units at the Module Enrolment Event in Intro Week in which case please include a row above entitled "Unrestricted modules" and indicate the total number of such credits).

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 Day/Month/Year

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

Tier 4 students only: This change is to a programme which is...

- part of the same subject discipline
- a deeper subject specialism
- to support the student's career ambitions

Please tick all that apply

If none of these boxes apply, then this form should not be approved by the Academic Department. See Guidance for Staff at: www.sheffield.ac.uk/sas/rsr/cos/programme

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: (attach additional sheets or write notes below if necessary)

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ACADEMIC DEPARTMENT:

Please email the completed form to 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 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