



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](http://www.shef.ac.uk/ssid/change-of-status/degree)

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

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

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)

#### 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

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 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      /      /
DEPARTMENTAL APPROVAL	Date      /      /
DUAL DEPARTMENTAL APPROVAL	Date      /      /
RELEASING DEPARTMENT NAME	

ACADEMIC ADVISER	Date      /      /
DEPARTMENTAL APPROVER	Date      /      /
DUAL DEPARTMENTAL APPROVER	Date      /      /
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