

# POSTGRADUATE CHANGE OF REGISTRATION FORM

Ref No: \_\_\_\_\_ Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Study Scheme: \_\_\_\_\_ Faculty: \_\_\_\_\_ Year of Course: \_\_\_\_\_ Email: \_\_\_\_\_

**SECTION A – CHANGE OF CANDIDATURE. PLEASE GIVE DETAILS OF CHANGE(S) BELOW.**

Tick appropriate box to indicate change(s). **Note.** Change of Mode of Study or Qualification Aim requires the Dean's signature.

**Mode of Study** From: \_\_\_\_\_ To: \_\_\_\_\_ New expected completion date: \_\_\_\_\_

**Study Scheme** From: Code \_\_\_\_\_ Title: \_\_\_\_\_ Qualification Aim: \_\_\_\_\_  
To: Code \_\_\_\_\_ Title: \_\_\_\_\_ Qualification Aim: \_\_\_\_\_

Date changes become effective: \_\_\_\_\_

**SECTION B – ONLY RESEARCH POSTGRADUATES COMPLETE THIS SECTION. TO BE COMPLETED FULLY.**

Change of Supervisor(s) From: \_\_\_\_\_

Date change becomes effective: \_\_\_\_\_

New Supervisor(s): \_\_\_\_\_

Is the new supervisor an employee of Aberystwyth University?  YES  NO.

Change of Research Subject Area: \_\_\_\_\_

If 'NO' attach confirmation from the Director of Postgraduate Studies.

Are you exempt from probationary year? YES / NO \_\_\_\_\_ Comments to note: \_\_\_\_\_

**SECTION C – TAUGHT POSTGRADUATES. TO BE COMPLETED WHEN ANY MODULE CHANGE TAKES PLACE.**

**Change of Module FROM**

Module Code	Semester	Signature of Module Co-ordinator

**Change of Module TO**

Module Code	Semester	Signature of Module Co-ordinator

**SECTION D. TO BE COMPLETED FULLY WHEN MAKING ANY CHANGE(S) TO YOUR REGISTRATION.**

Please see notes of guidance overleaf.

Student's Signature \_\_\_\_\_

Date change effective \_\_\_\_\_

**Taught students must obtain**

Scheme Co-ordinator(s) Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

**Research students must obtain**

Supervisor(s) Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

Head of Department /

Director of PG Studies: \_\_\_\_\_ Date \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN THE COMPLETED FORM TO THE ACADEMIC OFFICE, OLD COLLEGE, KING STREET.**

**ACADEMIC OFFICE USE ONLY**

Fee flag from \_\_\_\_\_ to \_\_\_\_\_ Exp Comp date from \_\_\_\_\_ to \_\_\_\_\_ Changed by \_\_\_\_\_ Date \_\_\_\_\_

# Postgraduate Change of Registration Form

## PLEASE READ THE FOLLOWING NOTES CAREFULLY BEFORE COMPLETING THE FORM OVERLEAF

This form must be completed whenever a student makes any changes to their academic study. The form must be completed at the time the change takes place and cannot be processed without the student's signature. Once all the relevant signatures have been obtained, completed forms must be returned to the **Academic Office, Old College, King Street, Aberystwyth, Ceredigion, SY23 2AX**, once all the relevant signatures have been obtained.

### **1 Change of Candidature under Section A**

Any change made under section A requires the relevant departmental staff signature(s). Changes made to Study Scheme which involves a change to your qualification aim will require the Dean's signature.

A change to your mode of study will require the signature of your Supervisor, the Head of Department or the Director of Postgraduate Studies for Research students. Taught students must obtain the Scheme Co-ordinator signature. In all cases the Dean's signature is required.

### **2 Changes under Section B (Research Postgraduates)**

Any change made under section B requires a Supervisor(s) signature.

### **3 Change of Module(s) under Section C**

Changes to your module registration always requires the signature(s) of the relevant module AND scheme co-ordinators. Changes made to modules after the first three weeks of a semester must be countersigned by the Dean.

#### **NOTE:**

**You cannot make changes to your module registration after the relevant semester teaching has completed.**