

## Student Change of Registration Form

**To be completed when changing Study Scheme and Year of Course / S t a t u s / Mode of Study.  
Please read the following notes carefully before completing the Form below.**

This form must be completed when making a significant change to your academic study. This includes changes to the Year of Course, Status and Mode of Study. The form must be completed at the time the change takes place and returned to the Academic Registry, once all the relevant signatures have been obtained.

All change of Study Schemes requires formal notification to your Student Loan Company (SLC), Local Education Authority (LEA) or any other sponsor by the University. You should note that if you make any change to your Study Scheme, Mode of Study, the duration of your course, or your status you are also obliged to inform your financial sponsor (Student Loan Company, Local Education Authority, etc.). **It is your responsibility to ensure you discuss fully with your financial sponsor the implications of making such changes to your registration.**

**It is important that you read the notes before completing this form.**

Please complete all parts of this form in block capitals.

### STUDENT DETAILS

Surname..... Forenames.....

University Email ID..... Student Reference Number: .....

### CHANGE OF STUDY SCHEME

Changes to your Study Scheme which does not involve changing any other part of your Student Record and is a simple change of course should be made online via your Student Record on the web <https://studentrecord.aber.ac.uk/en/login.php>

This Form should **only** be used when reporting a change of Study Scheme which requires a change to the Year of Course and/or Status.

- Students who wish to change their Study Scheme which also involves a change to the Year of Course (such as changing Scheme and repeating year one) must complete **all of Section 1 and 1a**.
- Students who wish to change their Study Scheme which also involves a change to their Status (such as changing from the third year of a Study Scheme with a compulsory placement to the third year of a Study Scheme which has no compulsory placement) must complete **all of Section 1 and 1b**.
- For changes which involve changing the Study Scheme, Year of Course and Status you must complete **all of Section 1, 1a and 1b fully**.

A change of study scheme **always** requires the signature(s) of the Associate Dean(s) (for L&T) (or nominee), except when changing **within** the first four weeks of session at year one. You should note that changing you study scheme after the first four weeks of session of your first year is not normally permissible unless it is a minor change. It is not possible to change your study scheme in Part Two. **NB: You must obtain the signature of the releasing Study Scheme Coordinator before consulting those accepting you.**

#### SECTION 1 - CHANGE OF STUDY SCHEME

**From** (current scheme details):

Study Scheme Code      Title of Study Scheme

Year of  
Course

**To** (new scheme details):

Study Scheme Code      Title of Study Scheme

Year of  
Course

.....

Reason for changing

Your Study Scheme: .....

Signature of Releasing  
Study Scheme Coordinator:

Signature of Accepting  
Study Scheme Coordinator:

.....

#### SECTION 1a – CHANGING THE YEAR OF COURSE (You must also complete section 1 above if completing this section)

**From** (Current details)  
Year

**To** (new year of course)  
Year

New Expected  
Completion Date

.....

Reason for changing your Year of Course: .....

# Change of Registration Form (continued)

## SECTION 1b – CHANGE OF STATUS (You must also complete section 1 above if completing this section)

From (Current details)      To (new status)      Expected Completion Date      Reason for change of status .....

.....

## CHANGE OF MODE OF STUDY

A change to your mode of study, from full-time to part-time and vice versa, will have implications for your fees and student loan status, & **must** be discussed with your financial sponsor, e.g. Student Loans Company, Local Education Authority. Changes to mode of study requires the signature of the relevant Associate Dean(s) (L&T). Please complete Section 2 fully.

## SECTION 2 CHANGE OF MODE OF STUDY (Complete the Change of Module section if necessary to reflect your correct module registration)

From: .....      To: .....      Number of credits to be pursued: .....

New Expected Completion Date: .....      Reason for change: .....

Signature of Study Scheme Coordinator: .....

## CHANGES TO INDIVIDUAL MODULES

When changing the Mode of Study you may also need to change your module choices by completing Section 3 below. There may be occasions in which you are unable to use the online Change of Module process from the Student Record on the web. On such occasions, you are advised to use this form. A change to your module(s) requires the signature of the relevant Associate Dean(s) (L&T) (or nominee) if it is requested after the first four weeks of the beginning of the session.

**NB: You must obtain the signatures of the module coordinators before approval by the Study Scheme Coordinator.**

## SECTION 3 – CHANGE OF MODULES

From: .....      To: .....

| Module I.D./Code | Semester | Signature of Module Coordinator |  | Module I.D./Code | Semester | Signature of Module Coordinator |
|------------------|----------|---------------------------------|--|------------------|----------|---------------------------------|
|                  |          |                                 |  |                  |          |                                 |
|                  |          |                                 |  |                  |          |                                 |
|                  |          |                                 |  |                  |          |                                 |
|                  |          |                                 |  |                  |          |                                 |

Reason for change.....

Signature of Scheme Coordinator .....      Date .....

Approved by Associate Dean(s) or Nominee .....      Date .....

I understand that the information I have provided above will be used by relevant members of staff for the purpose of recording any changes in my registration (Study Scheme, Year of Course, Status, Mode of Study, Modules). I understand that this information will be processed and retained as is deemed necessary for the University’s performance of tasks carried out in the public interest (General Data Protection Regulation Article 6(1)(e)) and under its contractual obligations (General Data Protection Regulation Article 6(1)(b)). I understand that this information will become part of my academic record and will be retained in accordance with the University’s Data Processing Declaration - <https://www.aber.ac.uk/en/infocompliance/dp/declaration/>.

By signing this form, you confirm you have read and accept the accompanying notes, and that you have undertaken your obligation to discuss your changes with your financial sponsor.

Student Signature.....      Date change becomes effective.....      Today’s Date .....