Change in Circumstances: Transfer of Mode of Attendance Form

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# Instructions

1. Please ensure that you read the [Change in Circumstances Policy and Guidance](https://www.nulondon.ac.uk/academic-handbook/policies-and-procedures/general/student-welfare/change-in-circumstances-policy-and-guidance/) before completing this form.
2. This form is only for postgraduate students who are requesting to change from part-time to full-time, or from full-time to part-time. If you wish to transfer programmes, withdraw from the University or request a Break in Study/Break in Learning, please complete one of those forms.
3. It may not always be possible for a student to change mode of attendance. Students are strongly encouraged to discuss changing modes of attendance with their Head of Discipline or Director of Graduate Studies in advance of making an application.
4. **Student Visa students** must contact the [Visa Team](mailto:visa@nchlondon.ac.uk) for guidance on the implications for their visa before submitting this form. Please be aware that Student Visas normally require students to study on a full-time basis.
5. Submit this form, fully completed, to [Registry](mailto:Registry@nulondon.ac.uk).

# Section 1: Student Information

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| Student ID Number: |  | | |
| First and Middle Names: |  | Surname: |  |
| NU London Email Address: |  | | |

# Section 2: Programme Information

| **To be completed by the student:** | |
| --- | --- |
| Programme of Study: | (*e.g. BSc Economics with Philosophy; BA PPE Economics)* |
| Current Mode of Attendance: | *Full-time/Part-time* |
| New Mode of Attendance: | *Full-time/Part-time* |
| Reason for Transfer (please provide full details): |  |

# Section 3: Student Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the student:** | | | |
| Student Signature: |  | Date: |  |

# Section 4: Director of Graduate Studies Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Director of Graduate Studies:** | | | |
| I am satisfied that the student is able to change mode of attendance in keeping with the Change of Circumstances Policy and Guidance and the requirements of their programme of study. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 5: Visa and Immigration Compliance Declaration

| **To be completed by the Director of Visa Compliance (or the Compliance and Contracts Manager for apprentices). This section is applicable to Student Visa and international students only.** | | | |
| --- | --- | --- | --- |
| I confirm that the student has been given immigration advice. | | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Section 6: Registry Confirmation

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by the Head/Deputy Head of Registry (or the Compliance and Contracts Manager for apprenticeships):** | | | |
| New Mode of Attendance Start Date: |  | | |
| Name and Title: |  | | |
| Signature: |  | Date: |  |

# Version History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title: Change in Circumstances: Transfer of Mode of Attendance Form**  **Approved by: The Quality Team**  **Location: Academic Handbook/ Policies and Procedures/ General** | | | | |
| **Version Number** | **Date Approved** | **Date Published** | **Owner** | **Proposed Next Review Date** |
| 23.3.0 | October 2023 | October 2023 | Head of Registry | May 2024 |
| *Version numbering system revised March 2023* | | | | |
| 2.0 | July 2022 | July 2022 | Head of Registry | March 2024 |
| 1.0 | January 2020 | January 2020 | ASC | January 2022 |
|  | | | | |
| Referenced documents | Change in Circumstances Policy and Guidance | | | |
| External Reference Point(s) | UK Quality Code Theme: Enabling Student Achievement | | | |