

# 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 Associate Dean L&T 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 Head of the Graduate School.**

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:**

**Change of Module TO:**

Module Code	Semester	Signature of Module co-ordinator

Module Code	Semester	Signature of Module co-ordinator

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

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/>.

**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/Head of the Graduate School: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THE COMPLETED FORM TO THE ACADEMIC REGISTRY, CLEDWYN BUILDING, PENGLAIS CAMPUS For REGISTRY use only.**

Fee flag from ..... to..... Change of date(s) from ..... to ..... Updated 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 signature. Completed forms must be returned to the **Academic Registry, Cledwyn Building** 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 Associate Dean L&T signature.

A change to your mode of study will require the signature of your Supervisor, the Head of Department or the Head of the Graduate School. Taught students must obtain the Scheme Co-ordinator signature.

In all cases the Associate Dean L&T 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 Associate Dean L&T.

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