

Variations

3. Change of Program

(i) Program Change from one area to another

This may occur when a student requests the change (usually in the context of changing research topic and/or primary supervisor), or if a restructure requires that students move from their current program to a new program.

Both areas must agree to the transfer, and Delegated Authorities in both areas must give approval. Note that the transferring candidate will have only the balance of time in program remaining in which to complete the thesis.

The following steps will probably happen concurrently:

- Student requests program change in writing (unless restructure related)
- New Head of Department recommends acceptance of student and responsibility for resource support and supervision
- 'New' Delegated Authority approves transfer
- 'Old' Delegated Authority approves transfer
- If the student holds a scholarship awarded by the same College and the funding source does NOT change then no further information is needed.
- If the student holds a scholarship awarded by the same College but funded from a different area of the College, RSO will need advice that the scholarship is to continue to be paid, the new position number, the new budget charge code.
- If the student holds a scholarship awarded by a different College, the new area will need to advise if a scholarship is to be provided, the type, duration, position number, budget charge code
- Send to Scholarships Variations Officer for processing.