

YOUR DETAILS

STUDENT ID NUMBER		
LAST NAME(S)		
FIRST NAME(S)		
YEAR OF STUDY (eg 1 st , 2 nd)		
INTERNATIONAL STATUS	HOME/EU	INTERNATIONAL
CURRENT DEGREE PROGRAMME		

DETAILS OF THE DEGREE PROGRAMME YOU WISH TO TRANSFER ONTO

SCHOOL	
PROGRAMME TITLE	
YEAR OF STUDY	

STUDENT SIGNATURE:	DATE:
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PLEASE SUBMIT THIS FORM TO THE EDUCATION OFFICE, ROOM G.020
 (DEPARTMENT OF CHEMISTRY, UNIVERSITY OF MANCHESTER, MANCHESTER M13 9PL)

1. Academic Permission required?

- Final year early exit awards (MChem to BSc in years 3 or 4): Andrew Regan
- Change to Chemistry with International Study: need to speak to Joe McDouall as no direct programme change can be approved
- All other programme changes can be processed directly if students meet criteria

PROGRAMME DIRECTOR APPROVAL:

SIGNATURE:	DATE:
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2. Check

- Year 1: Entry grades. Must be AAA or equivalent to move to MChem programme
- Year 2 & 3: Year mark. Must be 50% to move to MChem, 55% for Chem w IE
- International students must have taken visa advice as a programme change may require a new Tier 4 visa which can only be issued in home country

3. Process

- Programme change on programme/plan
- Check programme structure for any course unit changes which might be required
- Quick enrol – norm maint on course units
- Early exit BSc awards in years 3&4 to be passed to Karen**

4. Confirm

- Email student and personal tutor to confirm change has been processed
- Update the tutorial sheet to show new programme

CODE	DEGREE PROGRAMME
00662	BSc (Hons) Chemistry with Medicinal Chemistry
00667	BSc (Hons) Chemistry
00671	BSc (Hons) Chemistry with Industrial Experience (WIE)
01511	MChem (Hons) Chemistry
01512	MChem (Hons) Chemistry with Industrial Experience (WIE)
01505	MChem (Hons) Medicinal Chemistry
05738	MChem (Hons) Chemistry with Forensic and Analytical Chemistry
07428	MChem (Hons) Chemistry with International Study (WIS)
06854	MSc Chemistry PGT