

MAC Users: Please complete this form using *Adobe Reader*.

Section 1: Applicant Comment

To be completed *electronically* by the applicant (Section 1 only). Form should then be sent to supervisor *electronically* to complete his/her section.

It is advisable that you consult with your supervisor before making this application.
For advice regarding the implications for Tier 4 students, please contact the International Student Advisors Office.

Student Name:		Registration No.:	
School/ Research Institute:		Date of First Registration:	
Current Study Method:		Degree Type:	
Original Study Period (period of funding):			

Please tick all that apply. It is recommended that the above named be permitted to:	Tick Box	Time Period: <i>(dates from – to)</i>	Additional Information
Amend Attendance Level			(i.e. from full-time to part-time)
Amend Study Method			(i.e. from on-campus to off-campus or researching to writing-up)
Extend Period of Study			<u>Not</u> exceeding six months from original end date.

Give details of the amendment (e.g. dates) and reasons for the request:
Give details of previous amendments:

Student Declaration: I agree with this application to amend my registration and if it is approved, will abide by its conditions.			
Signature of Student:		Date:	

Please type your name above, we accept the submission of this document from your HWU email account in place of a physical signature.

Section 2: School Comment

To be completed *electronically* by the supervisor.

Name of Staff Member:	
Position:	

Please provide a statement in support of the amendment to registration request:

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Please give details of progression route/completion plan agreed with student:

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Signature:		Date:	
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Please type your name above, we accept the submission of this document from your HWU email account in place of a physical signature.

Section 3: School Authorisation

To be completed electronically by Director of PGR (or equivalent)

Comments:

Signature:		Date:	
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Please type your name above, we accept the submission of this document from your HWU email account in place of a physical signature.

Section 4: Office Processing

Updated on Banner (initial & date):	
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