

IMPERIAL COLLEGE LONDON**HIGHER DEGREE REGISTRATION AMENDMENT FORM**

Please read the notes overleaf before completing this form, which should be returned to your Departmental Postgraduate Co-ordinator, who will then forward the form to Registry, Level 3, Sherfield Building.

For use by Dept / Division	
For use by Registry	
Recd	
ID	

A: Please complete this section in BLOCK LETTERS

Department / Centre / Division		
Surname / Family Name		CID Number:
All Other Names		
Current Supervisor(s) – <u>please include CID number</u>		CID Number:
		CID Number:
		CID Number:

B: Please tick appropriate box(es) to indicate amendment(s) required

<input type="checkbox"/> Change of Supervisor(s) (please give details below) <input type="checkbox"/> Change of Department/Centre/Division: (please give details below) <input type="checkbox"/> Interruption of Studies (please give details below) <input type="checkbox"/> Withdrawal of Student from College (please give dates and reasons below) <input type="checkbox"/> Other (please specify)	
If appropriate, please use this space to give further information	
Signature(s) of Supervisor(s)	Date
Signature of Head of Department or Nominee	Date

Important – Amendments cannot be processed until the IC/B form contains all the necessary signatures

NOTES

1. TRANSFER OF REGISTRATION FROM ONE DEGREE TO ANOTHER

This form may be used to transfer registration from PhD to MPhil or from MPhil to DIC only. The nominee of the Department/Division and all supervisors concerned in the change should sign the form. For MPhil to PhD transfers please use the Transfer of Registration (MPhil to PhD Assessment Form).

2. NOTIFICATION OF CHANGE OF SUPERVISORS

The nominee of the Department/Division and all supervisors concerned in the change should sign the form.

3. NOTIFICATION OF CHANGE OF DEPARTMENT/DIVISION

Nominees of both Departments/Divisions and all supervisors concerned should sign the form.

4. INTERRUPTION OF STUDIES

This should be requested when a personal emergency or other circumstance arises which necessitates a break in the student's course. No fees are payable for such a period, during which a student's research registration is effectively suspended. This is not the same as study leave for which a separate form (IC/D) must be used.

5. WITHDRAWAL FROM COLLEGE

It is important that Registry is notified of the withdrawal of a student as soon as this is known, together with any relevant correspondence.

6. PRI/IRL SCHEME

This form may also be used for PRI/IRL students in which case it must be signed by both the College supervisor(s) and the supervisor at the PRI/IRL.

For further information please contact records@imperial.ac.uk