

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

Please read the notes overleaf before completing this form which should be returned (via the Departmental Postgraduate Co-ordinator) to Student Records, 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	
All Other Names	
Current Supervisor(s)	

**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)
Signature of Head of Department or Nominee

**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 Student Records on 020 7594 8033 or 8035.**