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.

A: Please complete this section in BLOCK LETTERS

Department / Centre / Division

Surname / Family Name

CID Number:

All Other Names

Current Supervisor(s) – please include CID number

CID Number:

CID Number:

CID Number:

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

☐ Change of Supervisor(s) (please give details below)

☐ Change of Department/Centre/Division: (please give details below)

☐ Interruption of Studies (please give details below)

☐ Withdrawal of Student from College (please give dates and reasons below)

☐ 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