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**Document title:** Change of School or Programme – September 2019

**Document version number:** V.1

**Office/department responsible:** Registry

**Approved by:** Dr. Mahmoud Allam – President of The Knowledge Hub Universities (TKH)

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### **Change of School or Programme**

- The student is permitted to request to change his/her school of study within two weeks from start of their first registration.
- The student is permitted to request to change his/her programme of study up to week 9 of semester two.
- Changes to school or programme require the permission of the head of school and University Registrar.
- Students must meet the admissions requirements of the new school or programme.
- In case of common modules Students will be granted exemption from relevant completed modules if they achieved a pass grade.
- All exemptions must be approved by the Head of School.

### **Change Programme Cycle**

Student submit the change programme form with his/her signature and the reason for transfer and any other information that may support his/her request.

(students are required to meet with the Head of new school to discuss the proposed transfer prior to completing and submitting the change of programme school transfer.)

#### **Student Services Approval**

(Student Services confirmation that the student meets the conditions and requirements of the new programme of study or specialism.)

#### **Head of School of Current Programme Approval**

(to notify the Head of School with their request to add any comment if needed.)

#### **Registrar Approval**

(to ensure changes will be implemented.)

#### **Head of School of New Programme Approval**

To notify the head of school with the their request send an e-mail to head of schools/registrar/Student Services/IT/finance

**Undergraduate Change of Programme Form**

<b>Student Name</b>	
<b>Student ID</b>	
<b>Student E-mail</b>	
<b>Academic Year of Transfer</b>	
<b>Current Programme of Study</b>	
<b>Degree Year</b>	
<b>Date of Request Submission</b>	

Transfer Programme: .....

Please write the reason of transfer to the mentioned programme, and any other information that may support your request.

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Signature

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**Approvals**

<b>Department</b>	<b>Signature</b>
Student Services	
Head of School of Current Programme	
Registrar	
Head of School of New Programme	

**Origination Date:** September 2019

**Next Review Date:** December 2019

**\*\*\*Disclaimer:** The Knowledge Hub Universities reviews the policies on regular basis if needed for work flow and business purposes.

<b>Version Log</b>	<b>Date</b>	<b>Signature of the President of TKH</b>
Version 1 (V.1)		