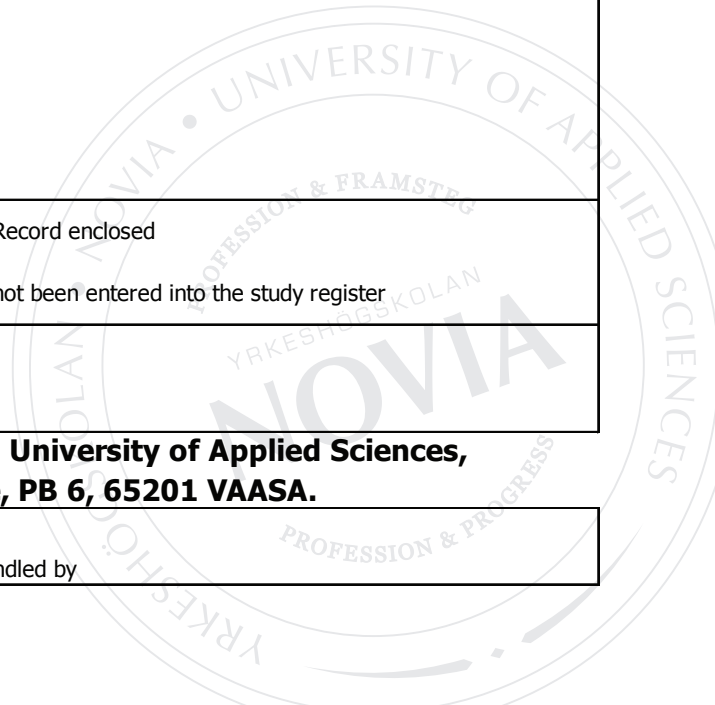


Application for Change of Degree Programme, Specialization Alternative, Profile Studies or Location within the UAS

Personal data	Family name		Student ID number
	Given names (all)		Date of birth/FI ID number
	Address		
	Postal code	City	
	Phone number	E-mail	
Current studies	Degree Programme		City
	Specialization alternative/Profile studies		
	Studies started (date)	Number of credits completed	
Application for change	Starting autumn 20		
	Degree Programme		City
	Specialization alternative/Profile studies		
	Reason for change		
	Registration Certificate and Transcript of Record enclosed Overview of completed studies that have not been entered into the study register		
Signature	Date	Signature	

**The application should be sent to Novia University of Applied Sciences,
Central Student Affairs Office, PB 6, 65201 VAASA.**

Information entered by UAS			
Application received	/	20	Handled by



Change of Degree Programme, Specialization Alternative, Profile Studies or Location within the UAS

Upon request from the student and on proposal by the Head of Student Affairs the Dean of the *receiving* unit can grant the student a change of degree programme or study location. Upon request from the student and on proposal by the Head of Student Affairs the Dean can grant the student a change of degree programme, change of specialization alternative (as ratified by the Ministry of Education and Culture) or of profile studies within the respective unit.

A similar change is possible within the same field of study for the completion of the same degree provided that the admission criteria and the entrance examination have been the same.

The above changes can take place if the student has been registered for attendance for a minimum of one year and has completed at least 45 credits. When the decision is made, the unused right to study is considered in relation to the studies which are to be completed. The duration of studies is calculated from the time when the student first enrolled at the UAS or its predecessor.

The above changes within the UAS can take place at the beginning of the academic year. An application should be submitted on a prescribed form not later than 15 May of the year of the desired change. In certain cases, on the proposal of the receiving degree programme, it can be appropriate to make the change after one term. In such cases the application for change should be submitted already 15 November.

A student who has been granted permission to any of the changes mentioned above has the right to apply for the transfer of earlier studies in accordance with a decision made by the Head of the Degree Programme. Alternatively the individual study plan can according to the Head of the Degree Programme's decision be revised according to the courses which previously are approved in the study register.

The Application should be sent to Novia University of Applied Sciences, Central Student Affairs Office, PB 6, 65201 Vaasa.

Attachments

To the above mentioned change, attach a Registration Certificate (where attendance and non-attendance terms are specified) together with a Transcript of records.

