**MPhil Coursework Request Form**

Use this form to request changes such as a change of topic or supervisor, or addition of an appendix. For deadline extension requests, complete the extension request form instead.

All information will be treated in strict confidence and used only to assess this application.

# Section A – to be completed by the student

Student name:

Course title:

Piece of work affected:

Change requested:

Reason(s) for request:

Student signature:

Date:

*Once complete, please pass this form to your supervisor.*

# Section B – to be completed by the supervisor

Recommend that the request be approved/declined (delete as appropriate)

Comments:

Name:

Signature:

Date:

*Once authorised, please pass this form to the student’s subject manager*

# Section C – to be completed by the subject manager

Recommend that the request be approved/declined (delete as appropriate)

Comments:

Name:

Signature:

Date:

*Once authorised, please return this form to the Postgraduate Secretary.*