



Programme of Study Transfer Request

This form should be used if you wish to transfer to another programme within the University or you intend to transfer to a Programme at another University or Higher Education Provider. In all instances Sections 1 must be completed. For transfer requests within the University also complete Sections 2 and 4; for transfer to another University or HE provider complete Sections 3 and 4.

Please ensure that you read carefully the guidance notes attached prior to completing this form.

Section 1 – Your details

Full Name <i>(please print)</i>							
Student Registration No.	B						
Programme of study							
Subject (if applicable)							
Current year of study				Full or Part-time			

Section 2 – Internal Transfer Details

Title of the programme you wish to transfer to	
Level of study you wish to join at <i>(see guidance notes)</i>	
Please state reasons for wishing to transfer below <i>continue on a separate sheet if necessary</i>	

In year transfers are only approved in exceptional circumstances, if you are requesting a mid-year transfer please complete the module details below.

Modules to be dropped *please print clearly*

Module Code	Module Title

Modules to be taken up *please print clearly*

Module Code	Module Title



Section 3 – Transfer to another University/HE Provider

Name of University/HE Provider	
Title of new programme of study	
Programme UCAS Code	
Level of entry (<i>see guidance notes</i>)	

I have read and understood the guidance notes; I have also sought advice from Finance and/or Student Advice in relation to the financial implications of transferring my programme of study.

Student signature		Date:	
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Section 4 – Academic Coordinator(s) Approval

All internal transfer requests require the signed approval of the Academic Coordinators of the programme you wish to transfer from and the programme you wish to transfer to. In combined degree programmes this may require the signature of more than one Academic Coordinator.

External transfers only require the signature of the current programme Academic Coordinator(s).

Academic Coordinator's Signature s) and date	Support	Not Supported

Head of School Signature and date	Support	Not Supported

If applicable indicate the reasons for non-approval

QASA USE ONLY:

Date received		Received by:			
SRS updated		Library		IT	
SLC updated		CELT		Finance	
		Student Advice		School Office	

Transfer of Programme Guidance Notes

The University does not actively encourage change of programme of study for its own sake, but recognises that students' interests and needs may evolve, making a change of programme worthwhile. These guidance notes are intended to take you through the procedure for changing programme of study.

There are a number of reasons why you may be seeking to change your programme of study. For instance, you may have decided that you no longer have an academic interest in the subject you initially registered for or that having studied a subject at a minor level you wish to study it further.

If you are not happy on your current programme but you are undecided about what you would like to do next, you should first speak with your Academic Coordinator and discuss the options available to you. This decision should not be taken lightly and it is essential that you understand the implications that this may have.

It is not advisable to change programmes because you are finding your current programme too difficult. Generally speaking, programmes do not differ in terms of difficulty.

Please note that:

- There is no automatic right to transfer.
- In year transfers are only approved in exceptional circumstances.

Completion and submission of this form:

Until you are notified by the Student Administration Office that the request is approved you should remain on the current programme and comply with all its requirements, including attending lectures/classes.

Please ensure that all relevant sections are completed before submission. Once you have completed Sections 1 – 3 you will need to take the form to the Academic Coordinator of your current programme and, for internal transfers, the Academic Coordinator of the new programme for signing. The Head of School must support the transfer. Completed forms should be sent to **Quality Assurance and Student Administration (QASA), Skinner Annexe Ground Floor.**

Finance

You should be aware that if the transfer of programme increases or decreases the length of your enrolment, you are advised to contact the Finance Office (01522 583794) regarding the financial implications as this may affect your entitlement to financial support. Help and advice is also available from Student Advice (01522 583600) email studentadvice@bishopp.ac.uk

Accommodation (*External transfers only*)

If you are living in University campus accommodation, any refund in rent will be calculated from the date of your withdrawal or the date you vacate your accommodation and return your room keys, whichever is the later. University off-campus accommodation contracts require a replacement to be found before you can be released from your contract. If you have any questions about your departure from your accommodation, please contact the Accommodation Office, on 01522 583707 or email: Rachel.Crane@bishopp.ac.uk.

International Students

Transferring your programme of study either internally or externally may affect your visa to study. You are strongly advised to seek advice and guidance from the International Coordinator at the University as well as UK Visas and Immigration.