

Registry, Academic Services

Application to Transfer Degree Programme

For Postgraduate Taught/Lifelong Learning Students

You must seek advice from your Personal Tutor, before making a formal application through the Admissions Tutor for the Programme to which you are seeking entry.

Applicants must have demonstrated that they meet the academic criteria and requirements for the new Programme, and the application must be approved and signed by both the School/Department you are leaving, and the School/Department you are transferring to (unless you have already been withdrawn from the School/Department that you are leaving).

Applications should be made as early as possible in the academic year. Applicants submitted after the second week of the start of the new programme may be required to take a leave of absence for the remainder of the current academic session and commence the new programme at the start of the next academic year. This does not apply if you wish to transfer to a programme related to your previous programme of study, where work that you have already completed can be counted towards your new programme (e.g. transferring from the Postgraduate Diploma to the equivalent Masters programme).

Please note: If you are a visa student, your right to remain in the UK may be affected by a programme transfer. All UK institutions are now legally required to report any changes in a visa student's registration status to the UK Border Agency. You are advised to seek further advice from International Students Advisory Service (Aston Webb Building, R.7 on campus map) prior to submitting your request to transfer. Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.

After approval by your School or Department, it is your responsibility to ensure that this form is passed on to **Postgraduate Student Records, Aston Webb Building, C Block, University of Birmingham, Edgbaston, Birmingham, B15 2TT (R.7 on the Campus map).**

If your transfer is approved you will be able to see the update on the student portal at www.my.bham.ac.uk under 'My Programme, Registration'.

Section A - Student

Name:	Student ID Number:
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Email Address	Telephone Number:
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Current Programme	Programme Year	Banner Code
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New Programme	Programme Year	Banner Code
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Reasons for Transfer	Effective date of Transfer: /...../.....
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If you are transferring at the start of the next academic year, will you be completing your current year? YES/NO (Delete as applicable)

If no, you will need to apply for a Leave of Absence, please refer to the Code of Practice on Leave of Absence procedures www.as.bham.ac.uk/code/loa.pdf

Please complete the Leave of Absence Application Form in addition to the Programme Transfer Form www.as.bham.ac.uk/faq/forms/pgtleaveofabsence.pdf

Important notes regarding implications of a transfer of degree programme:

International Students:

*International students are encouraged to make an appointment with the International Student Advisory Service (Aston Webb building) before requesting a transfer of degree programme as there might be an implication to visa status. **Should you decide not to take immigration advice from this specialist service, please be advised that you do so at entirely your own risk.***

Tuition Fees:

Transferring degree programme may affect your tuition fee liability. If you would like to discuss the financial implications for your leave of absence, please call Student Records on 0121 414 2765.

Student Signature:	Date:
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Section B – School you are Leaving

To be completed by the School you are leaving:

I hereby authorise the transfer of the above student (signature not required if the transfer follows withdrawal or academic failure)

Signed:	Full name of Authorised Signatory:
Job Title:	Date:

Section C – School you are joining

Conditions of transfer:

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I hereby authorise the transfer of the above student to this department

Signed:	Full name of Authorised Signatory:
Job Title:	Date:

Joint Honours - I hereby authorise the transfer of the above student to this department

Signed:	Full name of Authorised Signatory:
Job Title:	Date:

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To be completed by Student Records:

Database amended:/...../.....
Confirmation email sent to student (if necessary)/...../.....

Name:	Signature:
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