

UNDERGRADUATE Application for the Transfer of Programme of study

IMPORTANT: Read the instructions overleaf before applying to your College for permission to change your course. Return this form to the Academic Registry in the Stable Block BEFORE commencing the second year of study. PLEASE USE BLOCK CAPITALS.

SECTION A Student details (to be completed by the student).

Student Number:							Date of Birth: Day/Month/Year	/	/		<i>For example, 1/Jan/1990</i>
Surname:											
Forenames:											

SECTION B Transfer details for the OLD PROGRAMME (to be completed by the releasing Programme Director).

OLD Programme: <i>e.g. BA French</i>											
University											
Course/Route code:	<i>Note: for course/route/UCAS codes staff can refer to the Intranet report Academic Records >Reports >Courses >Course References and status</i>										
UCAS Code:											
Level of Study:					Mode of attendance:			FULL / PART time <i>Delete as appropriate</i>			
Last Date of attendance:					Date Transfer agreed:						

Authorisation: I can confirm that the above name student has been released from the above programme of study

Releasing Programme Director (signature and date):

SECTION C Transfer details for the NEW PROGRAMME (to be completed by the accepting Programme Director)

NEW programme: <i>e.g. BSc Biology</i>												
University												
Course/Route code:	<i>Note: for course/route/UCAS codes staff can refer to the Intranet report Academic Records >Reports >Courses >Course References and status</i>											
UCAS Code:												
Level of Study:					Mode of attendance:			FULL / PART time <i>Delete as appropriate</i>				
New Start Date on Course:					Expected End Date:							
Conditions of Transfer (Please tick relevant boxes):	I can confirm that I have checked the following:										Y	N
	The student has a progression decision which permits the transfer (i.e has not been withdrawn from the University)										<input type="checkbox"/>	<input type="checkbox"/>
	The student is within the time-limit for completing the new programme of study										<input type="checkbox"/>	<input type="checkbox"/>
	<i>If you have ticked no to either of these please contact the Academic Registry for further advice</i>											
Please state any other conditions of transfer:												

Past results: <i>To be completed by the accepting Department.</i>	<i>Please circle the level(s) of credits attained on the old course which count towards the new course:</i>												
	0	1	2	3	4	B	E	M	S	T	All	None	

Module Selection for the new course: Example	<i>The accepting Department writes the module codes in the boxes as per the examples below. Note: The Student Records Office will record the student's module selection below for the new course at the time the transfer is processed.</i>														
	A	A	-	9	9	9			B	B	B	9	9	9	9

Authorisation: I can confirm that the above name student has been accepted on the above programme of study

Accepting Programme Director (signature and date):

SECTION D Late Transfers For late transfers: I confirm that I have authorised the above named student to transfer from the course named in section B and pursue the course named in section C.	Chair of accepting College Learning and Teaching Committee (signature and date):
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SECTION E Student's confirmation

I confirm that I have read the programme transfer instructions; that the details above are correct; that I am aware of my responsibility to notify my LEA/sponsor and any changes to my tuition fees associated with my transfer of programme.
I have discussed the academic difficulties associated with my transfer of programme with the relevant University staff and am fully aware of the consequences of my transfer and accept responsibility for any academic difficulties associated with this transfer of programme.

Student Signature:

Date Signed:

FOR OFFICE USE ONLY	Academic Registry Approval:	Date SRO DB amended & Initials:	Date LA informed & Initials:
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Regulations

Students are permitted to transfer their programme of study if, after consultation with the tutors and Programme Co-ordinators it is felt that the change is in the best interest of the student.

The only University restrictions placed on transfers of undergraduate schemes of study are that students must:

- a) Satisfy the entry requirements of the proposed programme;
- b) Be accepted to the proposed programme by the Programme Director concerned;
- c) Be released from their commitment of their current programme.
- d) NOT have previously been Withdrawn from the University

Programme transfers must be processed before the end of the first year of study or alternatively, at the very latest, before the first teaching day of the second year (i.e. during the enrolment week). If the transfer is approved beyond the deadline and involves an extension to the period of study, students may not receive financial support for the second course, and would have to meet the additional costs themselves.

You should also note that strict deadlines have been placed on the transfer of modules within the academic year (Please see Academic Guide). It follows that if a transfer of programme entails a transfer of modules, this regulation may influence the decision to approve a transfer of scheme beyond the deadline.

If you are in any doubt about your right to transfer programme, you should seek the advice of the College or the Academic Registry.

Procedures

The following procedures apply to **all** programme-transfers including transfers internal to a College.

Section A. You must complete ALL your personal details.

Section B. To authorise your release from your current programme you must consult with the releasing Programme Director who will confirm the **course transfer details** are correct and sign Section B.

Section C. You must also consult with the accepting Programme Director of your proposed programme who may confirm availability of places, eligibility to study and set conditions. To authorise your acceptance on to your new degree scheme the accepting Programme Director must confirm the **course transfer details, past results and module selection are correct; that you have not been previously Withdrawn from the University; that you satisfy the entry requirements of the proposed scheme of study** and sign Section C.

Section D. Chairs of the accepting Colleges Learning and Teaching Committee must sign and approve this section, if the transfer entails a transfer beyond the deadline.

Section E. Once you have completed the form and obtained the necessary signatures, you should sign and return this form to Academic Registry

Note it is (the student's) your responsibility to notify the Local Education Authority of the scheme transfer to ensure continued support from your Local Authority/Student Loans Company for the duration of the scheme.

Confirmation

You can check your records either on the Intranet or by calling in to the Student Information Office in person.

Please return the completed form to the Student Information Office on the Ground Floor of the School of Management Building as soon as possible.

If you have any questions or problems completing this form please contact the Student Information Office:

**Student Information Office, Ground Floor, School of Management, Bay Campus Fabian Way Swansea, SA1 8EN
SoMSupport@swansea.ac.uk
01792 606700**