**Registry, Academic Services Application to Transfer Degree Programme**

For Postgraduate Taught/Lifelong Learning Students

**Ensure you seek advice from your Personal Tutor before speaking to the Admissions Tutor for the programme to which you wish to transfer.**

Applicants must have demonstrated that they meet the academic criteria and requirements for the new Programme. 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the School/Department you are leaving, and the School/Department you are transferring to (unless you have already been withdrawn from the School/Department that you are leaving).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. If your application is submitted after the second week of the start of the new programme, you 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.

If your transfer is approved, the Student Loan Company will be notified of the change. You should check with the Student Loan Company that they will continue to give you financial support on the new programme.

Transferring degree programme may affect your tuition fee liability. If you would like information regarding the financial implications for your transfer, please visit [Tuition Fee Liability page](https://www.birmingham.ac.uk/undergraduate/fees/pay-tuition/tuition-fee-liability-semesters.aspx) or email [tsa@contacts.bham.ac.uk](file:///C:\Users\mckinnoh\Downloads\tsa@contacts.bham.ac.uk)

In order to ensure that we update your timetable as soon as possible we will require you to confirm any changes to the modules you are taking following your transfer to your new programme. You are advised to speak to the School you are joining in order to complete the form accurately.

**Please ensure that your programme transfer request is submitted to your School/ Department for them to approve. No update can be applied to your student record without confirmation from the authorised signatory.**

After approval by your School or Department, your form will then be passed to Taught Student Administration who will process the change against your record and send a confirmation email once this has been applied. If your transfer is approved, you will be able to see the update on the student portal at <http://www.my.bham.ac.uk/> under ‘My Programme, Registration’

**Section A - Student**

|  |  |
| --- | --- |
| **Name:** | **Student ID number:** |
| **Programme of study:** | **Year of Study:** |
| **Email Address:** | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Programme:** | **Programme Year:** | **Banner Code:** | **Programme End Date:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **New Programme:** | **Programme Year:** | **Banner Code:** | **Programme End Date:** |

|  |  |
| --- | --- |
| **Reasons for Transfer** | **Effective date of Transfer:**  **……dd…./…mm……/…yy……** |
| **To be completed by student route (previously Tier 4) visa holders only**  (Applications cannot be referred to IST if the transfer request does not include the below information)  **Please confirm how the previous and new programmes combined support your career aspirations:** | |

**Please complete the below table to confirm the modules you will be registered for on your new programme. If this has not yet been confirmed, please contact your new department.**

*(It is important to enter the correct information as this will impact the information that you will see on your timetable)*

**Postgraduate Loan (PGL) Administered by Student Finance England**

Do you receive a: *(Please tick)* **Student Support Number (SSN):**

(e.g. BRMM01234567X)

Postgraduate Loan (PGL)  ………………………………………

*(Please note that if you are transferring to a lower award, you should contact* [*SFE*](https://www.gov.uk/contact-student-finance-england) *to discuss your Postgraduate Loan eligibility)*

**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 (<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>)

Please complete the Leave of Absence Application Form in addition to the Programme

Transfer Form: <https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx>

|  |  |  |
| --- | --- | --- |
| **Modules to be taken on new programme:** | **Subject module code:** | **Course module code:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**International students and student route visa holders:**

If you hold a student route (previously Tier 4) visa for the purpose of full-time study in the UK, you will need to contact the International Student Team (IST) to check if you are required to make a new visa application for this change of course based on guidance provided by UK Visas and Immigration (UKVI). Your transfer cannot be processed until your visa has been checked by the IST. All UK Higher Education Institutions are legally required to report any such changes of course to UKVI.

**Information issued by the IST relating to the possible visa implications for student route visa holders is available to view here:**

<https://intranet.birmingham.ac.uk/as/studentservices/international/visas/studentvisas/academic-progression.aspx>

Declaration: I have read the above guidance for student route visa holders relating to the possible visa implications of transferring my programme, and wish to go ahead with the transfer:

***tick box***

**To be completed by all international students:**

**Do you currently hold a student route visa?**

Yes  No  Not Applicable

**Please submit a photocopy of your current passport photo page and visa with your application form (if this is a Biometric Resident Permit please submit a copy of both sides of this card).**

Copy of passport and visa attached:

**The transfer request cannot be processed unless these documents are received. All international students with any category of visa permissions are required to attach these documents.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Transfers to selected Undergraduate Masters programmes can only be processed once an ATAS clearance certificate has been obtained from the Foreign and Commonwealth Office.**  **Please see the FCO web site for details on which subjects are ATAS required and how to apply:** <hhttps://www.gov.uk/academic-technology-approval-scheme> | | | | |
| **ATAS required (see above)** | **YES** |  | **NO** |  |
| **New ATAS clearance obtained** | **YES**    **Please attach copy of new ATAS certificate** |  | **NO** |  |

**Postgraduate Loan (PGL) Administered by Student Finance England**

Do you receive a: (Please tick)

**Postgraduate Loan (PGL)**  **Student Support Number (SSN**):

(e.g. BRMM01234567X)

………………………………..

**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** (<https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice>)

**Please complete the Leave of Absence Application Form in addition to the Programme**

**Transfer Form:** <https://intranet.birmingham.ac.uk/as/registry/studentrecords/services/leave-of-absence.aspx>

**I confirm that I have read and understand the information on this form and attach all required documentation, including copies of my Passport, Visa and ATAS Certificate (if applicable)**

**Student Signature: Date:**

**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:** |  |
| **Job Title:** | **Date:** |

**The School have removed the module registrations which the student will no longer be taking**

(Please tick box)

*(It is important that the old modules are removed through BIRMS so that timetabling information is kept up - to - date)*

**Section C – School you are joining**

**To be completed by the School you are joining:**

**Conditions of transfer:**

**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:** |

**The following section applies to student route visa holders only (and must be completed for all student route students):**

Under UKVI immigration rules international students may change their programme of study, however, whether they can continue to study on their current visa or if they need to apply for a new visa depends on the correlation between their previous and proposed study. Therefore, please provide academic confirmation of the following. The information provided will be held and provided to UKVI as part of the student’s file in the event of a student route audit.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Is the new programme related academically to the previous programme? | Yes | No |
|  | If yes, can you explain how? | | |
|  | Is the new programme part of the same subject group as the previous programme? | Yes | No |
| 2. | If yes, can you explain how? | | |
| 3. | Does the new programme involve a deeper specialisation of the previous programme? | Yes | No |
|  | If yes, can you explain how? | | |

**The new programme must also support the student’s career aspirations.**

|  |
| --- |
| Following conversations with the student, can you confirm how the previous and new course combined support the students career aspirations |
|  |

**Section D- International Student Team (applies to international students only)**

|  |  |  |
| --- | --- | --- |
|  | **Outcome of assessment (please tick the relevant option** |  |
| 1. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) there are no visa implications for the student; and  (b) the student has been emailed and advised accordingly. |  |
| 2. | I have assessed the programme transfer and checked the visa documentation and can confirm:     1. the student will need to leave the UK and apply for a new Tier 4 visa from outside the UK; and 2. (b) the student has been advised by email and provided with detailed guidance on how to obtain a New CAS for Tier 4 visa purposes |  |
| 3. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) the student is eligible to extend their visa from inside the UK; and  (b) the student has been emailed and advised accordingly. |  |
| 4. | I have assessed the programme transfer and checked the visa documentation and confirm:    (a) the new course will finish earlier which will result in the students current Tier 4 visa being curtailed, once the student completes the new course of study;  (b) the student has been advised by email and advised regarding the curtailment |  |

|  |  |
| --- | --- |
| **Signed:** | **Full name of Authorised Signatory:** |
| **Job Title:** | **Date:** |