Application Transfer of Degree Programme

Postgraduate Researchers

Please complete this form for all research degree programme transfers.

Specific forms for downgrades and taught to research transfers can be found on the [programme transfer webpages](https://intranet.birmingham.ac.uk/student/academic-support/registry/programme-transfers.aspx).

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| PART A: To be completed by the PGR |
| Student details1. Forename(s): Click or tap here to enter text.
2. Surname:Click or tap here to enter text.
3. Student ID Number:Click or tap here to enter text.
4. Programme of study:Click or tap here to enter text.

Funding information1. Are you in receipt of a SLC PG Student loan? Choose an item.(The SLC will be notified of the change of programme)
	1. If yes, please provide the Student Support Number (SSN): Click or tap here to enter text.
2. Are you in receipt of a US federal loan? Choose an item.

Changing your programme of study may affect your tuition fee liability. If you require information regarding the financial implications of the programme transfer, please contact the Research Student Administration team via [Student Help](http://www.studenthelp.bham.ac.uk/)1. Do you hold or have you ever held a Research Council award? Choose an item.
	1. If yes, please select the Research Council from the dropdown list: Choose an item.
	2. Please tick to confirm that you are aware of the implications of a transfer on your Research Council funding [ ]

Please note: If you are UKRI-funded, you cannot transfer to a part-time study mode below 50% FTE unless a lower FTE has been formally agreed as a reasonable adjustment due to disability, in line with UKRI guidance (Section 5.3).For information on the implications of transfers on your funding, contact your University Grant Administrator for the Research Council that sponsors you.If you do not know the name of your University Grant Administrator, please email studentships@contacts.bham.ac.uk.  |
| International Students1. Do you require a new ATAS certificate: Choose an item.
2. Have you obtained and attached a new ATAS certificate to this application: Choose an item.
* Please note that if your new programme requires an ATAS certificate, we cannot process your request until you have provided it
* Information is available on how to apply is on our [ATAS web page](https://intranet.birmingham.ac.uk/student/academic-support/registry/programme-transfers.aspx).
1. Do you currently hold a Student route visa: Choose an item.
2. Expiry date of visa: Click or tap to enter a date.
* If you hold a student visa, you will need to [contact the International Student Team (IST)](https://intranet.birmingham.ac.uk/student/international/contact/index.aspx) to check any visa implications for this change of course
* All UK Higher Education Institutions are legally required to report any such changes of course to UK Visas and Immigration
* Information issued by the IST relating to the possible visa implications for Student Visa holders is available to view on IST’s [Academic Progression Webpages](https://intranet.birmingham.ac.uk/student/international/visa-information/academic-progression.aspx).
1. Declaration: I have read the above guidance for student visa holders relating to the possible visa implications of transferring my programme and wish to go ahead with the transfer. [ ]
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| Student signatureSigned: Click or tap here to enter text.Date: Click or tap to enter a date. |
| You should now forward the request to your School for completion of Part B |

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| PART B: To be completed by the Students Lead Supervisor* If transferring Schools, this form should be completed by the new School
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| Current programmeSchool/Department:Click or tap here to enter text.Degree: Choose an item.Mode of Study: Choose an item.Programme Year: Choose an item.Banner Code:Click or tap here to enter text. | New programmeSchool/Department:Click or tap here to enter text.Degree: Choose an item.Mode of Study: Choose an item.Programme Year: Choose an item.Banner Code:Click or tap here to enter text. |
| Transfer details1. Effective date of transfer: Click or tap to enter a date.
2. Reasons for transfer (please attach supporting documents): Click or tap here to enter text.
3. Is this a request to transfer to split location or distance learning? Choose an item.
	1. If yes, please attach a split location or distance learning checklist and tick the box to confirm this is attached. [ ]
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| Research Council1. If the PGR is funded by a Research Council, the University Grant Administrator for the Research Council that sponsors the PGR must confirm that the implications of the transfer of degree programme have been noted and the PGR has been advised of the implications. [ ]
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| Upgrades only1. For upgrades from a masters to a doctoral degree please confirm if the PGR has completed a minimum of 9 months of full time study (18 months for part time)? Choose an item.
	1. If no, please state the reason for the request for an early transfer:Click or tap here to enter text.
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| Modules for programmes with taught elementsPlease complete the table below confirming which modules the student will be registered for on the new programme. If the PGR is transferring to a different School, this should be completed by the School the PGR is joining1. Please tick to confirm that the school has removed the modules which are no longer required [ ]
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| Modules to be taken on new programme: | Subject module code: | Course module code: |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Student Visa Holders 1. Is the new programme related academically to the previous programme? Choose an item.
	1. If yes, please explain how: Click or tap here to enter text.
2. Is the new programme part of the same subject group as the previous programme? Choose an item.
	1. If yes, please explain how:Click or tap here to enter text.
3. Does the new programme involve a deeper specialisation of the previous programme? Choose an item.
	1. If yes, please explain how:
4. The new programme must also support the student’s career aspirations. Following conversations with the student, please confirm how the previous and new course combined supports the students career aspirations:Click or tap here to enter text.
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| Declaration1. Please confirm if you support the request: Choose an item.
2. Please give your rationale for your response Click or tap here to enter text.
3. On behalf of the school I confirm that all relevant school processes have been followed to process the transfer [ ]

School signatureSigned: Click or tap here to enter text.Job Title:Click or tap here to enter text.Date: Click or tap to enter a date. |
| If the request if for a transfer between schools you should now forward the request to the current school for completion of Part C |
| PART C: School support for transfer between Schools* Do not complete if transfer is not between Schools
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| Declaration1. Please confirm if you support the request: Choose an item.
2. Please give your rationale for your response Click or tap here to enter text.
3. On behalf of the school I confirm that all relevant school processes have been followed to process the transfer [ ]

School signatureSigned: Click or tap here to enter text.Job Title:Click or tap here to enter text.Date: Click or tap to enter a date. |