Application Transfer of Degree Programme

Postgraduate Researchers

Please complete this form for all research degree programme transfers, except for downgrades (doctoral to masters) and transfers from taught programmes to research programmes. Specific forms for downgrades and taught to research transfers can be found on the [programme transfer webpages.](https://intranet.birmingham.ac.uk/as/pgrtransfer)

The completed form should be scanned and emailed to [pgrletforms@contacts.bham.ac.uk](mailto:pgrletforms@contacts.bham.ac.uk).

1. Where the transfer is between Schools, both Schools are required to complete the form to confirm their approval.
2. All transfers for international PGRs holding a Tier 4 visa will be referred to ISAS. To enable ISAS to review the case, a scan of the PGRs current passport and visa should be attached to this form.
3. For all transfers for ATAS attracting programmes, the PGR must obtain new ATAS clearance before the transfer can be actioned. The new ATAS certificate must be attached to this request form.
4. Requests for transfer to and from split location and distance learning should include the relevant distance learning or split location checklist.

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| PART A: To be completed by the PGR | | |
| General information | | |
| Surname (family name): | Forename(s): | |
| Title: (e.g Dr, Mr, Ms, Mrs) | Student ID Number : | |
| School/Department: | | |
| Degree: Choose an item. | Mode of Study: Choose an item. | |
| Names of Supervisors: | | |
| Funding information | | |
| Are you in receipt of a SLC PG Student loan? Choose an item.  If yes, please provide the Student Support Number (SSN):  (The SLC will be notified of the change of programme)    Are you in receipt of a US federal loan? Choose an item.  Changing the programme of study may affect tuition fee liability. If you require information regarding the financial implications of the programme transfer, you should contact the Research Student Administration team via [Student Help](http://www.studenthelp.bham.ac.uk/) | | |
| Do you hold/have ever held a Research Council award? Choose an item.  If yes, please select the Research Council from the dropdown list: Choose an item.  You must contact your University Grant Administrator for the Research Council that sponsors you, for information on the implications of leave of absence on your funding. If you do not know the name of your University Grant Administrator, please email [studentships@contacts.bham.ac.uk.](mailto:studentships@contacts.bham.ac.uk)  Please tick to confirm that you are aware of the implications of leave of absence on your Research Council funding | | |
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| International PGRs | | |
| For all transfers for ATAS attracting programmes, the PGR must obtain new ATAS clearance before the transfer can be actioned. The new ATAS certificate must be attached to this request form.  ATAS required: Choose an item.  New ATAS clearance obtained: Choose an item.  Please tick to confirm new ATAS certificate attached | | |
| Do you currently hold a UK Visa: Choose an item.  If yes, please indicate the type of visa you hold: Choose an item.  Expiry date of visa: Click or tap to enter a date.  If visa type is other please specify visa type:  All transfers for international PGRs will be referred to the International Student Team (IST). If you hold a current UK visa/biometric residence permit, a photocopy of your passport photo page and visa/BRP must be attached to this request form to enable IST to review the case. Your request will not be processed unless these supporting documents are received.  Passport copy attached  Visa/biometric residence permit copy attached | | |
| Tier 4 visa PGRs  If you are an international student and hold a Tier 4 (General) student 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. The IST will check your visa and confirm whether you have enough time left on your current visa to finish your new course. If you don’t have sufficient time left on your visa, the IST will advise you about making a new application. 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 UK Visas and Immigration.  Information issued by the IST relating to the possible visa implications for Tier 4 visa holders is available to view on IST’s [Academic Progression Webpages](https://intranet.birmingham.ac.uk/as/studentservices/international/visas/studentvisas/academic-progression.aspx).    Declaration: I have read the above guidance for Tier 4 students relating to the possible visa implications of transferring my programme, and wish to go ahead with the transfer. | | |
| Declaration: I confirm I have read and understood the information on this form and have attached the required documentation | | |
| Signed: | | 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: School Approval  To be completed by the School (if PGR is transferring Schools, this should be completed by the new School/department. If the transfer is not between schools this should be completed by the current school/department) | | | | |
| Programme transfer details | | | | |
| Transfer from/to Distance Learning/Split Location  Is this a request to transfer to split location/distance learning? Choose an item.  If yes, please attach a Split location/distance learning checklist and tick the box to confirm this is attached. | | | | |
| Current programme | | New programme | | |
| School/Department:  Degree:  Mode of Study: Choose an item.  Programme Year: Choose an item.  Banner Code: | | School/Department:  Degree:  Mode of Study: Choose an item.  Programme Year: Choose an item.  Banner Code: | | |
| Effective date of transfer: Click or tap to enter a date.  Reasons for transfer (please attach supporting documents): | | | | |
| If the PGR is funded by a Research Council, the University Grant Administrator for the Research Council that sponsors the PGR must complete the following:  Please tick to confirm that the implications of the transfer of degree programme has been noted and the PGR advised of the implications. | | | | |
| For upgrades from masters to doctoral, has the PGR completed a minimum of 9 months of full time study (18 months for part time)? Choose an item.  If no, please state reason for early transfer request: | | | | |
| Please complete the table below to confirm the modules the student will be registered for on the new programme  (if PGR is transferring to a different School, this should be completed by the School the PGR is joining) | | | | |
| Modules to be taken on new programme: | Subject module code: | | | Course module code: |
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| Please tick to confirm that the School have removed the module registrations which the student will no longer be taking | | | | |
| International PGRs | | | | |
| For all transfers for ATAS attracting programmes, the PGR must obtain new ATAS clearance before the transfer can be actioned. The new ATAS certificate must be attached to this request form.  ATAS required: Choose an item.  New ATAS clearance obtained: Choose an item.  Please tick to confirm new ATAS certificate attached | | | | |
| The following section applies to Tier 4 visa holders only (and must be completed for all Tier 4 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. Please therefore provide academic confirmation of the following. The information provided will be held with the student’s Tier 4 records and provided to UKVI in the event of a Tier 4 audit.  Is the new programme related academically to the previous programme? Choose an item.  If yes, please explain how:  Is the new programme part of the same subject group as the previous programme? Choose an item.  If yes, please explain how:  Does the new programme involve a deeper specialisation of the previous programme? Choose an item.  If yes, please explain how:  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: | | | | |
| On behalf of the school I confirm that the transfer requested above has been approved and all relevant school processes have been followed | | | | |
| Signed: | | | Full name of Authorised Signatory: | |
| Job Title: | | | Date: Click or tap to enter a date. | |
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| PART C – School approval for transfer between Schools  Do not complete if transfer is not between Schools | | | | |
| To be completed by School PGR is leaving  We authorise the transfer of the above PGR from this School /Department  The transfer requested above has been approved and all relevant School processes have been followed | | | | |
| Signed: | | | Full name of Authorised Signatory: | |
| Job Title: | | | Date: Click or tap to enter a date. | |
| To be completed by School PGR is joining  We authorise the transfer of the above PGR to this School /Department  The transfer requested above has been approved and all relevant School processes have been followed | | | | |
| Signed: | | | Full name of Authorised Signatory: | |
| Job Title: | | | Date: Click or tap to enter a date. | |

| PART D – International Student Team (applies to International Students only) | |
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| Outcome of assessment (please tick the relevant option)  I have assessed the programme transfer and checked the visa documentation and confirm:  there are no visa implications for the student; and  the student has been emailed and advised accordingly.  I have assessed the programme transfer and checked the visa documentation and can confirm:  the student will need to leave the UK and apply for a new Tier 4 visa from outside the UK; and  the student has been advised by email and provided with detailed guidance on how to obtain a New CAS for Tier 4 visa purposes.  I have assessed the programme transfer and checked the visa documentation and confirm:  the student is eligible to extend their visa from inside the UK; and  the student has been emailed and advised accordingly.  I have assessed the programme transfer and checked the visa documentation and confirm:  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; and  the student has been advised by email and advised regarding the curtailment. | |
| Full name of Authorised Signatory: | Signed: |
| Date: Click or tap to enter a date. | |

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| For use by Research Student Administration | |
| International Students only  ATAS required for new programme: Choose an item.  New ATAS certificate obtained: Choose an item.  Current Visa end date: Click or tap to enter a date.  Approved by IST: Choose an item. Click or tap to enter a date.  Added to PBS database: Click or tap to enter a date. | |
| Start date: Click or tap to enter a date.  Leave(s) of absence:  Sub Panel approval required: Choose an item.  Sub Panel approval date: Click or tap to enter a date. | |
| Current Programme:  Banner Code:  Existing end of Min: Click or tap to enter a date.  Existing end of max: Click or tap to enter a date. | New Programme:  Banner Code:  Revised end of Min: Click or tap to enter a date.  Revised end of max: Click or tap to enter a date. |
| Actioned by:  Date: Click or tap to enter a date. | |
| Banner updated: Click or tap to enter a date. | Confirmation sent to PGR: Click or tap to enter a date. |