Request to Transfer Degree Programme

For Undergraduate & Postgraduate Taught Students

Before making any decisions you should consult with either your Academic Tutor, School Director of Academic Tutoring and/or Programme Director / School Director of Teaching and Learning, as well as consulting the relevant Programme Specification(s) found on the University of Reading website: www.reading.ac.uk/progspecs/. Your Student Support Coordinator or the Henley Helpdesk should also be consulted regarding the financial implications of transferring to a different degree programme.

If you are a Student visa holder, there may be implications for your visa if you transfer programmes. For specific information and advice about the visa implications, please contact the International Student Advisory Team at immigration@reading.ac.uk.

Students must be aware that there is no guarantee of transfer. Consideration will be made subject to the prerequisites of the programme specification and also the academic performance of the individual student. Students who wish to transfer degree programmes after the third week of teaching in Semester 1 will not normally be allowed to do so within the same academic year.

While a case is being considered, it is important that students continue to attend classes, submit coursework and attend examinations until notified of outcome of request.

Students must complete all parts of sections 1-5 of this form, sign and date and return it to their Student Support Coordinator or the Henley Helpdesk.

Please note that completing this form does not ensure a space on a programme or a compulsory or optional module,

SECTION 1 – PERSONAL DETAILS	
Name:	Student Number:
University Email:	Part 1 / 2 / 3 / 4/ PGT:
Academic Tutor:	School:
Current Degree Programme:	Mode of attendance – full / part time:
Section 2 – Change of Degree Programme	
Degree you wish to transfer to:	Part 1 / 2 / 3 / 4 /PGT:
	Mode of attendance – full / part time:

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SECTION 10 – ASSOCAITE PVC (EDUCATION AND STUDENT EXPERIENCE) CONFIRMATION	
Associate PVC (Education and Student Experience) approval is required to enable the transfer.	
Any comments from the Associate PVC (Education and Student Experience):	
Name:	Date:
Signature:	
When Associate PVC (Education and Student Experience) confirms their approval for an ad hominem programme, the Support Centre / HBS School Office / ISLI will forward a copy of this form to CQSD so that they can co-ordinate the programme approval, if required because the programme does not already exist. CQSD will notify the Support Centre / HBS School Office / ISLI that the transfer can be processed when the programme is on RISIS.	