**Student Services**

# University of Reading

# 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 Tier 4/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 <u>after</u> 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 <u>all</u> 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

Student Name:

Student Number:

University Email:

Part 1 / 2 / 3 / 4 / PGT:

Academic Tutor:

School:

Current Programme – please note mode of attendance (full / part time):

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):

Does this degree have a placement option (Yes / No):

# Section 3 – Reason for Request

Provide details of why you wish to change degree programmes.

Please Note: It is important that you discuss your wish to transfer degree programme with the relevant School(s)

## Section 4 – All Preferred Modules To Be Taken On New Degree Programme

This should include all modules already taken which are available on the new programme and any future module selections which are already confirmed.

Module Code / Compulsory or Optional / Module Title / Credits:

## Section 5 – Student Confirmation

**I, the Student, acknowledge that the information provided is correct and it may be disclosed to the relevant Officers of the University who are responsible for considering or processing this change of status request.**

**I, the Student, also confirm that I have consulted with the Programme Director for my current programme, and they are aware that I wish to transfer degree programmes.**

Student Name:

Signature:

Date:

## Section 6 – School Confirmation

On behalf of the School for the new degree programme, a signature is required from the School Director of Teaching and Learning, Henley Business School Programme Director or nominee. This confirms if:

- the School supports the student's request to transfer degree programme;

- the compulsory and optional modules taken or selected by the student fulfil the pre-requisites and co-requisites as specified on the Programme Specification and module diet for their new chosen degree programme;

- the student has met relevant progression requirements for their new chosen degree programme.

Name:

_____

Date:

_____

Signature:

_____

Role Title:

_____

School supports the student's request to transfer degree programme (Yes / No):

_____

If approval is not given, please state reason:

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Is the transfer approval subject to the student meeting any academic conditions? (Yes / No):

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Academic conditions:

_____

Does the transfer require the student to suspend for the rest of the academic year (Yes / No)?

**If yes, indicate date of suspension**; please note that this cannot normally be retroactive. Normally suspension is relevant only to students who have begun a year abroad and are requesting to transfer to the same programme removing the year abroad.

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Does an ad hominem degree programme need to be created (Yes / No)?

**If yes - this will require:**

1. Associate PVC (Education and Student Experience) approval (Support Centre / HBS School Office / ISLI will obtain)

2. Formal programme approval may be required if the programme does not already exist. Please see Section 5: http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx. Please contact CQSD with any queries and to submit the paperwork.

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Do the student's registered modules align with the module diet and programme specification for the new programme (Yes / No)?

If not, the student may be able to pick up missing modules; this is usually done in the next academic year and, depending on the number of credits taken, the student may be registered as full-time on a part-time basis. If the School wishes to pursue an alternative solution, a case may be made to the Associate PVC (Education and Student Experience)

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Associate PVC (Education and Student Experience) approval is also required for the following, please tick any that apply:

☐ 1. In-year transfers which are not permissible in line with the module selection process

☐ 2. Transfers where the student does not meet the progression requirements for the programme

☐ 3. Re-entry or transfer to a programme academically closely aligned to the programme for which an outcome of failed was achieved

☐ 4. Other reason outside the normal procedures for transfer (please explain):

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## Section 7 – Academic Tutor? School to complete

Will the student require a new Academic Tutor (Yes / No)

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If yes, name of the new Academic Tutor:

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## Section 8 – Student Support Coordinator / Henley Helpdesk Approval * confirming decision made by the School in agreement with the student

Name:

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Signature:

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Date:

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## Section 9 – Denied

**If approval is not given, please state reason below:**

Name:

Signature:

Date:

## Section 10 – Associate 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:

Signature:

Date:

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.