

Request to Transfer Degree Programme

For Undergraduate & Postgraduate Taught Students

Before making any decisions students should seek advice from their Personal Tutor and/or Programme Director / Advisor / 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/. The Student Support Coordinator or the Henley Helpdesk should also be consulted regarding the financial implications of transferring to a different degree programme.

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 the Autumn Term 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 sections of this form, sign and date and return it to their Student Support Coordinator or the Henley Helpdesk.

SECTION 1 – PERSONAL DETAILS	
Name:	Student Number:
University Email:	Part 1 / 2 / 3 / 4 / PGT:
Personal 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:
Does this degree have a placement option? Yes <input type="checkbox"/> No <input type="checkbox"/>	
SECTION 3 – REASONS FOR REQUEST <i>(Why do you wish to change degree programme?)</i>	
WARNING: It is important that you discuss your wish to transfer degree programme with the relevant School(s)	

SECTION 4 – ALL MODULES TO BE TAKEN ON NEW DEGREE PROGRAMME * *Important – please ensure that the Module Code(s) are included*

Module Code	O/ C	Module Title	No. of 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 / Advisor of the current programme I am studying that I wish to transfer degree programmes.

Student Name:	Date:
Signature:	

SECTION 6 - SCHOOL CONFIRMATION

On behalf of the School, a signature is required from the School Director (Teaching and Learning) or nominee confirming that the School supports the student's request to transfer degree programme and that the optional modules chosen by the student fulfil the pre-requisites and co-requisites as specified on the Programme Specification for their new chosen degree programme.

Name:	Date:
Signature:	

Section 7 – Will the student require a new Personal Tutor? School to complete

Yes: <input type="checkbox"/>	If Yes – name of Personal Tutor:
No: <input type="checkbox"/>	

Once signed the form should be sent to the Student Support Coordinator or the Henley Helpdesk.

SECTION 8 – SUPPORT COORDINATOR / HENLEY HELPDESK APPROVAL * *confirming decision made by the School in agreement with the Student*

Name:	Date:
Signature:	

SECTION 9 – DENIED * *If approval is not given, please state reason below*

--	--

Name: Signature:	Date:
-------------------------	-------