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| **Student Services** | **A black text on a white background  Description automatically generated** |

**Request to Transfer Degree Programme**

In response to student feedback, we are making exciting changes to our academic year and programmes from 2024/25. This means that if you are still studying your course in 2024/25 you will notice some changes to the way you study. We are changing from teaching over three terms to two semesters, which will impact when you are taught and assessed. You might also notice a change in the compulsory and optional modules on your course. There is also an updated [Fees Policy](https://www.reading.ac.uk/essentials/The-Important-Stuff/Fees-policy). Please do get in touch with your Support Centre for more information about these changes.

**For Undergraduate & Postgraduate Taught Students**

Before making any decisions you should consult with either your [Academic Tutor](https://www.reading.ac.uk/essentials/Study/Academic-Tutors), [School Director of Academic Tutoring](https://www.reading.ac.uk/essentials/Study/Academic-Tutors/School-Directors-of-Academic-Tutoring) and/or Programme Director / School Director of Teaching and Learning, as well as consulting the relevant [Programme Specification(s)](http://www.reading.ac.uk/progspecs/). Your [Student Support Coordinator](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/student-support) 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 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 parts of sections 1-5 of this form, sign and date and return it to their [Student Support Coordinator](https://www.reading.ac.uk/essentials/Support-And-Wellbeing/Support-Arrangements/student-support) 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:

University Email address:

Academic Tutor:

Current Degree Programme:

Student Number:

Part 1,2,3,4 or PGT:

School:

Mode of attendance:

**Section 2 – Change of Degree Programme**

Degree you wish to transfer to:

Part 1,2,3,4 or PGT:

Mode of attendance (full or part time):

Does this degree have a placement option (yes/no):

**Section 3 – Reason for Request**

Please discuss your transfer with the relevant schools before submitting this form.

Why do you wish to change your degree programme?:

**Section 4 – 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:

Number of credits:

**Module Code:**

Compulsory or optional:

Module Title:

Number 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 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 corequisites 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:

Role title:

Signature:

Date:

School supports the students request to transfer degree programme (yes/no):

State reason if approval NOT given:

Is the transfer approval subject to the student meeting any academic conditions (yes/no):

Academic conditions:

Does the transfer require student’s to suspend for the rest of the academic year (yes/no and details)?

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.

Does an ad hominem degree programme need to be created?

* TLD approval (Support Centre / HBS School Office / ISLI will obtain)
* 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%20PoliciesandProcedures.aspx.) - Please contact CQSD with any queries and to submit the paperwork.

Do the student’s registered modules align with the module diet and programme specification for the new programme (yes/no and detail)?

 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 TLD

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**Section 7 – Assigned Academic Tutor**

Will the student require a new Academic Tutor? (yes/no and name)

**Section 8 – Student Support Coordinator Henley Approval**

Name:

Signature:

Date:

**Section 9 – Denied request**

Name:

Signature:

Date:

**Section 10 – TLD Confirmation**

Teaching and Learning Dean approval is required to enable the transfer:

Name:

Signature:

Date:

Comments:

When TLD 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.