## Request to Transfer Degree Programme

### For Undergraduate & Postgraduate Taught Students

Before making any decisions students should seek advice from their Academic 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 parts of sections 1-5 of this form, sign and date and return it to their Student Support Coordinator or the Henley Helpdesk.

### SECTION 1 – PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name:</th>
<th>Student Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Email:</td>
<td>Part 1 / 2 / 3 / 4 / PGT:</td>
</tr>
<tr>
<td>Academic Tutor:</td>
<td>School:</td>
</tr>
<tr>
<td>Current Degree Programme:</td>
<td>Mode of attendance – full / part time:</td>
</tr>
</tbody>
</table>

### SECTION 2 – Change of Degree Programme

<table>
<thead>
<tr>
<th>Degree you wish to transfer to:</th>
<th>Part 1 / 2 / 3 / 4 / PGT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of attendance – full / part time:</td>
<td></td>
</tr>
</tbody>
</table>

Does this degree have a placement option? Yes ☐ No ☐

### SECTION 3 – REASONS FOR REQUEST (Why do you wish to change degree programme?)

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

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Compulsory: C or Optional: O</th>
<th>Module Title</th>
<th>No. of credits</th>
</tr>
</thead>
</table>

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 for my current programme and they are aware that I wish to transfer degree programmes.

Student Name: [ ]
Date: [ ]
Signature: [ ]

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

Name: [ ]
Date: [ ]
Signature: [ ]
Role title: [ ]

Is the transfer approval subject to the student meeting any academic conditions? Yes: [ ] No: [ ]

Academic conditions: [ ]

Does the transfer require the student to suspend for the rest of the academic year? (If yes, indicate date of suspension; please note that this cannot normally be retroactive.) Yes: [ ] No: [ ]

Date of suspension: [ ]
Does an ad hominem degree programme need to be created?
If yes, this will require:
1. TLD 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.

Yes: ☐
No: ☐

Does Recognition of Prior Learning need to be approved to transfer credit gained from modules that are not part of the new programme?
If yes, formal approval will be required, please see Section 6e: http://www.reading.ac.uk/cqsd/QualityAssurance/PoliciesandProcedures/cqsd-PoliciesandProcedures.aspx. Please contact CQSD with any queries and to submit the paperwork.

Yes: ☐
No: ☐

TLD 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):

Yes: ☐
No: ☐

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

Yes: ☐
No: ☐

If Yes – name of the new Academic Tutor:

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

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

Name: 
Signature: 
Date: 

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

Name: 
Signature: 
Date: 

SECTION 10 - TLD CONFIRMATION

Teaching & Learning Dean approval is required if an ad hominem programme must be created or Recognition of Prior Learning (RPL) must be approved to enable the transfer.

Name: 
Signature: 
Date: 

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, where required. CQSD will notify the Support Centre / HBS School Office / ISLI that the transfer can be processed when the programme is on RISIS.