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| Swansea University L#583059  **SWANSEA UNIVERSITY**  **ACADEMIC BOARD (POSTGRADUATE RESEARCH)**  **APPLICATION FOR THE TRANSFER OF PROGRAMME / MODE OF STUDY** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SECTION A | | | | | | | | | | | | | | | | Please use BLOCK CAPITALS | | | | | | | | | | |
| Sponsor: | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION B** **Student details** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student  Number: | |  | |  | | |  | |  |  | |  | | |  | | | | | | | | | | | |
| Surname: | |  | | | | | | | | | | | | | Date of Birth: | | | | | |  | | | | | |
| Forenames: | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **SECTION C Details of the OLD COURSE (to be completed by College).** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Code: | | | | | |  | | | | | | | Course Title: | | | | | |  | | | | | | | |
| Year of Study: | | | | | |  | | | | | | | Mode of Study (e.g F/T, P/T): | | | | | |  | | | | | | | |
| Last Date on Course: | | | | | |  | | | | | | | Date Transfer agreed: | | | | | |  | | | | | | | |
| **SECTION D Course Transfer details for the NEW COURSE (to be completed by College).** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Course Code: | | | | | |  | | | | | | | Course Title: | | | | | |  | | | | | | | |
| Year of Study: | | | | | |  | | | | | | | Mode of Study (e.g F/T, P/T): | | | | | |  | | | | | | | |
| Date Transfer to take effect from: **(Whole years only)** | | | | | |  | | | | | | |  | | | | | |  | | | | | | | |
| **SECTION E** **Course Transfer authorisation** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfers between Colleges  I confirm that the course transfer details are correct and that the College has released the above named student from the course named in section C.  I confirm that the course transfer details are correct and that the College has accepted the above named student to pursue the course in section D. | | | | | | | | | | | | | | | | | | Releasing Head of College Signature:  Accepting Head of College Signature: | | | | | | | Date Signed:  Date Signed: | |
| Transfers within the same Collegel  I confirm that the course transfer details are correct and I have authorised the above named student to transfer from the course named in section C and pursue the course named in section D. | | | | | | | | | | | | | | | | | | Head of College Signature: | | | | | | | Date Signed: | |
| **SECTION F Student’s signature** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I confirm that I have read the transfer instruction, I am aware that I will need to notify my sponsor and that the details above are correct. | | | | | | | | | | | | | | | | | | Signature: | | | | | | | Date Signed: | |
| ***Please note this form must be returned to the Academic Office for Postgraduate Research, Stable Block, Singleton Abbey. It is the student’s responsibility to notify their sponsor of the transfer.*** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **FOR OFFICE USE ONLY** | **AO-PGR:**  Approved  Y / N | | | | | | | New Entry Block: | | | New Enrolment Status Code: | | | | | | New Minimum Candidature Date: | | | | | New Maximum Candidature Date: | | | | Next Review Date: |
| SRU | | | | Existing Record Amended, New Record Created, Next Course Details updated: | | | | | | | | | | | | | | | Fees Adjusted: | | | Where appropriate Enrolment Form Produced & Sent to AO-PGR: | | | |
| **AO-PGR:** | | | | Date Confirmation Letter (stating Next Review Date) sent to student:  (where appropriate enrolment pack also.) | | | | | | | | | | | | | | | | | | | | | |
|  | RSH record updated including Supervisors, topic & next course detail where appropriate | | | | | | | | | | | | | Date Candidature Confirmed to Faculty Board: | | | | | | | | | | NRD updated: | | |

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| **Regulations** |
| Transfer of **mode of study** (full-time to part-time or part-time to full-time) is only permitted where a student is within the **minimum candidature of the programme**. A transfer of mode of study will only be actioned at the beginning of a student’s year of study (on the student’s enrolment anniversary). Changes from part-time to full-time will only be permitted at the end of even years of part-time study (after 2 or 4 years).  Transfer of programme of study is only permitted where a student is within the **minimum candidature** of either the **current programme or the proposed new programme**. In extremely exceptional cases transfers of programme may be permitted when the student is outside of minimum candidature for both programmes where the student is seeking to transfer to a **lower award** (e.g. PhD to MPhil).  Students are permitted to request a transfer of their programme of study if, after consultation with their supervisors and Head of College, it is felt that the change is in the best interest of the student.  The University restrictions placed on transfers of programme of study are that students must:   1. satisfy the entry requirements of the proposed programme of study; 2. be accepted to the proposed programme by the College concerned; 3. be released from his/her commitment of the current programme of study; 4. NOT have previously been Required to Withdraw from the University.   The student and the supervisors will need to provide a short written statement outlining the reasons for transfer. The student will also need to provide written consent from his/her sponsor (if appropriate). It is the student's responsibility to notify any sponsor of the transfer of programme and to ensure continued support from the sponsor for the duration of the programme. |
| Procedures |
| The following procedures apply to **all** transfers including transfers internal to a College. |
| **Section B.** You must complete ALL your personal details. |
| **Section C.** To authorise your release from your current degree programme you must consult with the releasing Head of College must confirm the **course transfer details** are correct and sign Section E. |
| **Section D.** You must also consult with the Head of College of your proposed programme who may confirm availability of places, eligibility to study and set conditions. To authorise your release from your current degree programme the accepting Head of College must confirm the **course transfer details** are correct and that you have not been Required to Withdraw and sign Section E. **TRANSFERS MAY ONLY TAKE PLACE FOR WHOLE YEARS AND FROM THE BEGINNING OF THE STUDENT’S STUDY YEAR.** If you are unsure please contact the Academic Office for Postgraduate Research. |
| **Section E.** The Head of College for the releasing and accepting College must sign this section. If the transfer of programme entails a transfer of College, approval of the Head of College of your **new** programme must be obtained. |
| **Section F.** Once you have completed the form and obtained the necessary signatures, you should sign and return this form to the Academic Office for Postgraduate Research, Academic Services. You will need to provide a short written statement outlining the reasons for transfer which is supported by your supervisor. You will also need to provide written consent from your sponsor (if appropriate). The form will be considered by the Postgraduate Research Award and Student Cases Board. |
| Confirmation |
| If the request is approved by the Postgraduate Research Award and Student Cases Board, you will receive notification confirming that your record has been amended. You can check your record via the Intranet pages.  It is the student's responsibility to notify any sponsor of the transfer of programme and to ensure continued support from the sponsor for the duration of the programme |