

Out of Faculty Transfer Form

Students wishing to change programme of study involving a change of Faculty should:

1. Discuss the proposed change with their tutor and with the Faculty to which they wish to transfer, to establish whether the transfer is likely to be acceptable;
2. Complete Part I of this form and submit it to their Student Office.

Part I: To be completed by the student	
Name:	ID number:
Signature:	Date:
<i>Current programme</i>	
Programme title:	Year of study (i.e. year 1, 2, 3):
Faculty:	
Most recent exams taken (date):	Result:
<i>Proposed programme</i>	
Programme title:	
Transfer Time: a) During this Academic year? b) Next Academic year? If b) please put proposed date for leaving programme:	
Start Date of New Programme:	
Faculty:	
Reason for transfer:	

Part II: to be completed by Faculty authority within the releasing Faculty	
Request for transfer approved on educational grounds and supported by the student's current Faculty Director of UG/PG Studies (or nominee)	
Request for transfer approved with effect from:	
Programme code:	Date Student will end current course:
Name of Approver:	E-mail:
Signed:	Date:

Part III: to be completed by Faculty authority within the receiving Faculty	
Request for transfer approved on educational grounds and supported by the student's proposed Faculty Director of UG/PG Studies (or nominee)	
Request for transfer approved with effect from:	
Programme Code:	Start Date of New Programme:
Conditions of transfer:	
Courses to be taken:	
New tutor:	
Name of Approver:	E-mail:
Signed:	Date:

The receiving Faculty make the necessary changes and ensure that the Student Loans Company is informed by sending a Change of Circumstances form to the Hub.