

# Form A - Course Transfer Application Form

Undergraduate - LTS014



This form is for students who wish to request:

- Transfer as advised by Exam Board
- For changes to Year Abroad, Year in Industry, or Placement Year options (also includes transfers to and from DEV programmes with overseas experience programmes)
- For year 3 and 4 transfer requests
- Transfer from an Integrated Masters degree to BSc (same course)
- Transfer from a BSc to an Integrated Masters degree (same course) Note: If you do not meet the original entry requirement for the UG Integrated Masters course you will need to have at least your 1st year results at UEA before submitting a transfer application.

For Level 0 Foundation Year students moving to Level 1 please use Transfer Form C.

For all other transfer requests please apply via Admissions using Transfer Form B.

Before completing this Form you must make an appointment to discuss the possibility of a transfer with your Adviser. Your Adviser needs to sign this form in support of the transfer request. Please note that your Adviser is not able to grant approval to the transfer request into the receiving School or Course of Study. The transfer needs to have approval from the receiving Admissions Officer and the receiving Course Director. Any transfer request will be subject to a place being available.

Degrees with a Year Abroad: if the transfer request is for a degree with a year abroad the transfer also needs to be approved by the Study Abroad Office, which manages year abroad partnership places ([studyabroad@uea.ac.uk](mailto:studyabroad@uea.ac.uk))

## Guidance Notes to Students

It is not always possible for the Faculty or School of Study to grant requests to transfer from one degree programme to another. To ensure that the decision-making process is fair and transparent, all transfer requests for Undergraduate Students must follow this procedure.

1. Obtain a Transfer Application Form A and complete Part A of the Transfer Application Form. Make an appointment to discuss the transfer with your Adviser. Your Adviser will complete Part B of the form.
2. Return the Form to the Team Leader in the receiving Hub, who will consult the Course Director of the programme you wish to join.
3. In order to transfer to the second year of a course whose first year includes any Core or Compulsory modules which you have not already undertaken, you will need a concession from the University which the receiving Hub will seek on your behalf. Any offer may require you to pass 120 credits in your current School of Study with a specified average year aggregate mark. If you fail your year of study in your current School at the first attempt, you may be referred to Reassessment. If you fail at Reassessment the transfer may be refused.
4. If your application to transfer is rejected at any point of this process, you will receive a clear account of the reason for the rejection from the relevant Hub.
5. If your application is successful you will be contacted by the relevant Hub.

For more information on how we use your information, please see:

<https://www.uea.ac.uk/about/legalstatements/data-protection-for-webforms>

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SECTION A - TO BE COMPLETED BY THE STUDENT

Name:

Student number:

Current Course:

Code:

Current School:

Year of Study:

Proposed New Course:

Code:

Proposed New School:

Proposed Year of Study:

For courses with Study Abroad - Has the Study Abroad Office approved the transfer to the Year Abroad?

Start Date (Month / Year)

First transfer application?

Reason(s) for transfer:

Student signature:

Date:

Adviser's comments in support of the transfer application:

SECTION B - TO BE COMPLETED BY YOUR ADVISER IN YOUR CURRENT SCHOOL

Adviser's name:

Adviser's signature:

Date:

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SECTION C - TO BE COMPLETED BY THE RECEIVING SCHOOL TEAM LEADER IN THE HUB, IN CONSULTATION WITH THE RECEIVING COURSE DIRECTOR

Has the mark statement been seen?	Yes	No
Are any enrolment changes required?	Yes	No
Have any core or compulsory modules been missed?	Yes	No
Have the requirements to progress from BSc to UG Masters been met (if applicable)?	Yes	No
Has the Study Abroad Office been informed of a request to transfer off a Year Abroad?	Yes	No
Has the Study Abroad Office confirmed there is a place at a partner university?	Yes	No

**Check whether the student's modules comply with the new course profile requirements. Where appropriate, students may be required to take specific modules in place of free modules. If the student does not meet the requirements of the course profile, then please indicate that a concession must be obtained showing full details.**

If proposed modules for next year do not comply with the course profile on e:Vision, please list them below in correct option range referring to Course Profiles on e:Vision

Core Modules

Compulsory Modules

Option Range A

Option Range B

**Is a concession needed to comply with the new course profile such as an interruption to period of study etc.? If yes, please give full details here:**

SECTION D - HUB USE ONLY

	ACTIONED BY	DATE
Concession applied for:		
Concession approved:		
Date of transfer on student record:		
LTS team of current course advised of transfer request		
Allocation of a new Adviser		
Date student commences new Course		
Date student advised		
Date ARM advised of outcome		
Date Study Abroad advised of outcome (if related to year abroad course)		
Documentation filed on student file or SITS SPR field updated		