**Application to Transfer Course - Undergraduate and Taught Postgraduate Students**

Students who are considering a programme transfer are advised to talk with their supervisor in the first instance, and should contact a Student Adviser for advice about the financial implications of transferring.

There is no automatic right for a student to transfer programmes.

Please consult Section 6 of the [Special Cases Progress Cases Policy](http://www.york.ac.uk/students/studying/progress/scc/policy) for further information. For information regarding students who have failed and wish to transfer programmes, please see section 6.6.

**Using this form:**

This programme transfer application form has multiple sections:

* Part A should be completed by the student.
* Part B should be completed by the Chair of the Board of Studies of the current programme.
* Part C should be completed by the Chair of the Board of Studies of the new programme.
* Part D explains the process of submitting the form.
* Part E is for Special Cases team use only.

| **Part A: Student Details** *(To be completed by the student)* | | | |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Student Number** |  | **Department** |  |
| **Current year of study** e.g Year 1 | |  | |
| **Current programme of study** | |  | |
| **Date your studies began** | | DD/MM/YYYY | |
| **Current Mode of attendance** | | Full time / Part time / Distance learning | |
| **New programme of study** | |  | |
| **New Year of study** e.g. Year 1 | |  | |
| **New Mode of Attendance** new programme | | Full time / Part time / Distance learning | |
| **Student visa holder?1** | | Yes / No | |

1*Transferring programmes will impact your visa status. If you are a student visa holder, you must consult with an* [*Immigration Adviser*](https://www.york.ac.uk/students/support/international/immigration/) *before requesting a programme transfer.*

*Once a Student Visa holder submits a transfer request it will be considered by the Visa Compliance team and the student contacted with further information. Students must not transfer to their new course until it has been agreed by the Visa Compliance team. In some circumstances, the student will be required to make a new visa application from their home country if they transfer.*

| **Disclaimer:** I understand it is my decision to transfer at this stage and any additional work I have been asked to complete by the department is necessary in order to transfer into the new programme. I am aware that although my new department(s) will give reasonable assistance with any additional work I have to undertake, it is my responsibility to carry out that work. The academic outcome will depend on my taking on any extra work and being able to cope with the extra workload which may inevitably result from a transfer at this stage in my academic process. Therefore I understand that this additional workload will not be accepted as an exceptional circumstance or grounds for appeal. I understand the financial implications involved in the programme transfer. | | | |
| --- | --- | --- | --- |
| **Signature** |  | **Date** | DD/MM/YYYY |
| *Please note that you will receive notification of this change after the “effective from” date. In some circumstances this may be in the following academic year. You will be informed if the transfer request has not been approved.* | | | |

| **Part B:**  **Authorisation of the Chair of Board of Studies/Graduate Chair of the current programme** | |
| --- | --- |
| **Is the student a visa holder?1** | Yes / No |
| **Academic Status** Please provide information about the student’s current academic standing: |  |
| **Name** |  |
| **Role** e.g. Chair of Board of Studies |  |
| **Date** | DD/MM/YYYY |

| **Part C: Authorisation of the Chair of Board of Studies/Graduate Chair of the new programme** | | | |
| --- | --- | --- | --- |
| **New Programme Name** | |  | |
| **Route Code** | |  | |
| **Intended Award** | |  | |
| **Year of Study** e.g Year 1 | |  | |

| **Module credit details:** | |
| --- | --- |
| Number of credits carried over from the existing programme of study |  |
| Number of credits remaining on the new programme (to qualify for the final award stated) |  |
| Will the proposed transfer require the student to go on leave of absence?  *If yes, a separate Leave of Absence form is required.* | Yes / No |

| **You must note any details of the following:** | |
| --- | --- |
| **Repeat study** and why this cannot be avoided | Yes / No  Details: |
| **Missed essential teaching** and mitigation which will be put in place to remedy this | Yes / No  Details: |
| **Waiving of credits** e.g SCT00001C Intro to Special Cases (20 Credits) | Yes / No  Details: |
| **Exemptions from assessments** | Yes / No  Details: |

| **Please note that this section must be completed by the Chair of Board of Studies/Graduate Chair of the new programme in order for the transfer to be processed** | |
| --- | --- |
| I approve the recommendation for this programme transfer, effective from **DD/MM/YYYY.** | |
| **Name** |  |
| **Role** e.g. Chair of Board of Studies |  |
| **Date** | DD/MM/YYYY |

| **Part D: Submission of the Form (please send as Word Doc not PDF)** |
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| Please ensure that the form is **completed fully and accurately**, with all necessary supporting evidence **before** it is submitted to Special Cases. This will save time for both Student Services and academic departments and ensure faster processing of the request.  Once the form has been fully completed, please email to [scc@york.ac.uk](mailto:scc@york.ac.uk) along with any other relevant documentation such as LoA form and evidence.  Please note that Special Cases will require access to edit and comment on this form, therefore we cannot accept PDF versions. Additional evidence and relevant additional documentation can be sent as PDF’s. |
| **Special Cases Approval Criteria** |
| Special Cases approval is required for any transfer request where the student is transferring into a new programme after the first five weeks of that programme, if the transfer would result in any:   1. **Repeat study** (ie repeating any study/content the student has studied in their original programme)\* 2. **Exemption from assessment** (assessment(s) that were due to take place imminently are now avoided due to the timing of the transfer) 3. **Missed essential teaching** (essential teaching as defined in the programme specification for the new programme has been missed and will not be repeated); 4. **Waiving of credit** (the student is going to be missing credit as a result of the transfer).   Special Cases approval is required for **all transfer requests after the end of Stage 2 of a taught programme.**  Even where the conditions above are met, SCC approval is **not required** where:   1. The student has no option but to transfer because they have not met the progression requirements on their existing route, and an alternative route is built into the programme, eg where a student is transferring from an integrated Masters to a Bachelor’s route having not met the required Stage average to continue with the Masters programme; or 2. The transfer is a straightforward route change or degree title change within the same academic department, and the teaching received on the new route is the same as the teaching received on the original route.   \*If the student is transferring to a programme which is similar to their previous programme, Special Cases will expect that any repeat study will be avoided if possible. This means that the student may need to replace modules which they have previously studied with elective modules, if they require repeat study. |

| **Part E: To be completed by the Special Cases Officer** | | | |
| --- | --- | --- | --- |
| Case Officer Summary: | | | |
| **Case Officer Decision** | | Approve/Reject and rationale for decision | |
| **Signature** | |  | |
| **Date** | | DD/MM/YYYY | |

A Case Officer may reject the request if any of the following apply:

1. There is insufficient information and/or supporting evidence to consider the request
2. The request has been submitted after programme failure, or in order to avoid programme failure, and the student did not express a desire to transfer prior to programme failure
3. The student has been withdrawn from their programme
4. The request is entirely retrospective
5. The request would place the student at an academic advantage or disadvantage relative to their peers