Programme Transfer Form - All Students – 2021/22

\* If you are studying with a Partner overseas and wish to transfer to study full-time, on campus, at the University of Northampton’ Please visit our [How to Apply page on our website](https://www.northampton.ac.uk/international/how-to-apply/)

## Privacy Policy

For full details of the University of Northampton’s Privacy Policy please go to

<https://www.northampton.ac.uk/about-us/privacy-policy/>

## Information collected

The personal information you have provided is to enable us to process your request accordingly. The information will be stored electronically on the Student Record system.

The information you have provided will be kept for as long as it is necessary to fulfil that purpose and then disposed of in a confidential manner. This period will not exceed the time required for processing the form and allowing for any additional correspondence.

Information provided may be shared internally with relevant staff within the Institution. This includes/may include academic colleagues within your subject(s) area and Student and Academic Services. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Information provided may also be shared with relevant external organisations and service providers. This may include: Student Finance England; Professional Funding Bodies; Partnership Providers or any other third party where we are required to comply with legal obligation. Such sharing will be compliant with both the General Data Protection Regulation and the Data Protection Act 2018.

Supplying this information means that you are entering into an agreement with the University and as such you agree to the University holding and using it for the purposes for which it was provided.

Please read the [Programme Transfer Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Pages/guidance-documents.aspx) and the [Financial Guidance Information](https://mynorthamptonac.sharepoint.com/sites/student/Pages/Financial-Implications-of-a-Programme-Change.aspx) before completing this form.

If you have any questions about this then please contact studentsupportofficers@northampton.ac.uk

# Programme Transfer Form - All Students

Please complete all sections of the form

## Section 1: Student details

|  |  |
| --- | --- |
| Name: | Student ID: |
| Contact Telephone No: | Email: |
| Last Date of Attendance/Proposed Last Date: |
| Current Programme: |

## Section 2: New Programme Details

|  |  |
| --- | --- |
| **Proposed Programme** **(and subjects if Joint Honours):** |  |
| **Proposed Transfer date:** | DD/MM/YYYY |
| **Study Mode:**  | Full Time [ ]  Part Time [ ]  |
| **Level:**  | (Foundation) [ ]  (UG)4 [ ]  (UG)5 [ ]  (UG)6 [ ]  (PG)7 [ ]  |

**Proposed Module Codes on the new programme:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Completed modules that you wish to carry forward on the new course:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**Award Maps:**

<https://www.northampton.ac.uk/about-us/governance-and-management/management/quality-and-standards/award-maps/>

## **Section 3- Previous Qualifications**

|  |
| --- |
| [ ]  GCSE Maths (C or above) [ ]  GCSE English (C or above) [ ]  GCSE Science (C or above)[ ]  Other e.g. A level / BTEC or equivalent (Please specify) – |

## **Section 4 – Reason for Transfer Request:**

|  |
| --- |
| Please detail the reason that you wish to change to a different programme:  |
| **I am making this request due to the impact of COVID-19** [ ]  |

## **Section 5 - Support from ISSS (Student Visa only)**

ISSS Staff Name: ................................................. Signature: .......................................... Date: ............

## **Section 6 – New Programme Leader Approval**

|  |
| --- |
| **For Joint Honours, signatures are required for both subjects.**Name: ................................................. Signature: ............................... Date: ..............Name: ................................................. Signature: ............................... Date: ..............**Any special requirements to be met before transferring onto the new programme:** ......................................................................................................................................................................................................................................................................**Programme Leader for New Programme:** ………………………………………………………………………….…………. |

|  |
| --- |
| **Student Declaration:**[ ]  I confirm that I have read and understood the [Programme Transfer Guidance](https://mynorthamptonac.sharepoint.com/sites/student/Pages/guidance-documents.aspx).[ ]  I confirm I have consulted the Financial Guidance team regarding my request to transfer programmes. [ ]  I understand and accept the implications of this request. I also understand that final approval will be subject to Student Record checks, entry qualifications and available space on the programme. I understand that I will receive formal notification of the outcome of my application by email.**Student Signature:** ………………………………………………………………………….. **Date:** …………………………… |

Please complete ALL information and return the form to: academicadvisers@northampton.ac.uk

OFFICE USE:

|  |
| --- |
| **Admissions Decision Approved:** [ ]  **Not Approved:** [ ] **Reason for decision: …………………………………………………………………………………………………………………………****…………………………………………………………………………………………………………………………………………………………****…………………………………………………………………………………………………………………………………………………………****Name:** ................................................. **Signature:** ................................. **Date:** ............... [ ]  Checked by Academic Advisers [ ]  ISSS Approval for Student Visa [ ]  Form to Admissions(New Student Transfers Only) -[ ]  Entry Requirements Met (Level 4, D/Entrant, PG) [ ]  Admissions to Send OH/DBS[ ]  Student Records System Amended[ ]  Internal Notification[ ]  SFE/Bursary Notification |