

A STUDENT GUIDE TO PROGRAMME TRANSFERS

If you need to make a change to the type of programme on which you are studying, whether it's the programme 'subject' or delivery mode (ie part-time; full -time; apprenticeship) you should arrange to meet your current Programme Leader and discuss the reasons for your request.

- » Apprentices should also arrange to have a discussion with the Apprenticeship Team
- » You should contact the Income Office to determine any financial implications

Your proposed new Programme Leader will consider if you are eligible to transfer to their programme, taking into account completed credits, level of study and any other previous study. You would then make an application and have an interview for the new programme.

If you transfer into a new academic year the Academic Regulations and Terms and Conditions that apply will be those of the 'new' year.

Remember:

- » A transfer of programme may impact on funding or tuition fees. Students are strongly advised to seek advice from the Income Office or a member of the ASC team, in order to make an informed choice

If you want to transfer to another provider, you should contact your Programme Leader or Academic Registry to discuss your circumstances. Remember there may be implications in relation to financing and you may need to request the provision of a transcript or your HN registration details. You should contact the Finance Department to calculate any payments due, or to be refunded.

International students may not be able to transfer between programmes but please contact the International Office for more detail.

