



Considering
**transferring
programmes?**

**University of
Northampton**

UoN

**Allowing you to
make an informed
choice if you're
considering another
programme of study.**



What is a transfer?

A transfer is moving from one programme of study to another programme of study.

There are two types of transfer within the University.

- An immediate transfer
- A planned transfer

Transferring to another institution.

If you wish to transferring to another institution to continue study you must formally withdraw from study at the University of Northampton by completing [Withdrawal paperwork](#), available via the Student Hub. A copy of your Student Results Record can be [requested from the Student Information Desk](#).

Transfer for students on a programme incorporating foundation.

Transfers for students undertaking Level 3 of a programme incorporating Foundation will be permitted as per the Transfer Procedure for students on a Programme Incorporating Foundation. [This can be found here in the Transfer, Restart and Withdrawal Policy](#).

Restarting your studies.

Students may also be able to request to restart their studies, which means to recommence on the same programme of study or a different programme of study, normally starting again from the beginning. For more information on this please refer to the [Guidance on requesting a restart](#).



Immediate transfer.

An immediate transfer can be requested within the first two weeks of a semester.

The deadline for the 2021/22 academic year is:

Semester 1 - Friday 15 October 2021

Semester 2 - Friday 18 February 2022

Process for an immediate transfer.

Step 1

Pick up a Transfer Request Form from the Student Information Desk, [or download a copy here.](#)

Step 2

Contact the Programme Leader of the new course to discuss the transfer and obtain approval for the change.

Step 3

Submit your completed Transfer Request Form to the [Student Information Desk](#) by the deadline.

Step 4

Your request will be considered by the Admissions Team and confirmation of the programme change will be sent via email.

Step 5

Your timetable and record will be updated. Upon receipt of confirmation you can start to study on the new programme.

Planned Transfer.

A planned transfer can be requested at any point during your studies, with the intention that the transfer will be processed at the start of the next year*.

For example, you might be halfway through your first year on BA Accounting and decide that you would like to transfer onto BA Business Studies. You would need to successfully complete your first year on BA Accounting and then the transfer would take effect at the start of your second year.

Some or all of the modules completed prior to the transfer may be able to be transferred over if the nature of those modules can be mapped onto the modules in the new award map.

* It may be possible to transfer on to a different programme at the start of semester 2 following successful completion of semester 1. For further information on this, please speak to the [Academic Advisers](#)

Process for a planned transfer.

Step 1

Pick up a Transfer Request Form from the Student Information Desk, [or download a copy here.](#)

Step 2

Contact the Programme Leader of the new course to discuss the transfer and obtain approval for the change.

Step 3

Submit your completed Transfer Request Form to the [Student Information Desk](#) by the deadline.

Step 4

Your request will be considered by the Student Records Team and confirmation of the planned programme change will be sent via email.

Step 5

You will continue to study on your original programme for the remainder of the academic year.

Step 6

The transfer will take place upon successful completion of the year.



What are the rules and regulations for transfers?

There are a few things that the University will consider when granting transfer requests:

Immediate transfer

Requests for immediate transfers must be made by the end of the second week of teaching.

Transfers at Level 4 are processed by the Admissions Department, who will need to ensure that entry requirements are met and there is space available on the new programme.

Students must seek approval from the Programme Leaders for the new programme and obtain their signature.

Planned transfer

Students must seek approval from the Programme Leaders for the new programme and obtain their signature.

Programme Leaders will consider the existence of any pre-requisites on the programme into which the student wishes to transfer into and whether it is academically appropriate to transfer the credits already gained from one programme of study to the other.

Transfers can normally only be requested during Year 1 (Level 4). Transfers at higher levels would only be permitted if the subject areas were comparable.

Students must continue to study on their original programme, and complete that year of study successfully, to enable the transfer to take place for the following year. Transfers cannot be requested in an attempt to avoid termination as a result of accumulated fail, and termination will always take precedence over any transfer request/approval.



Where can I get more advice?

Student Support & Advice Team.

Students can talk through their options with the Student Support and Advice team. [Please contact the Student Support Officers for more information.](#)

Financial Guidance Team.

You are advised to seek advice from the Financial Guidance Team to understand any implications of course changes on your tuition fee loan and maintenance funding.

[You can get in touch with the team here.](#)

International Students.

If you are an International Student studying on a Tier 4 student visa you must discuss the transfer with International Student Support Services (ISSS).

[Contact the ISSS team here.](#)