



STUDENT SUPPORT & ADVICE TEAM

CONSIDERING TRANSFERRING PROGRAMMES

SEPTEMBER STARTERS



WHAT IS A TRANSFER?

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

There are two types of transfer with the University.

- An immediate transfer
- A planned transfer

TRANSFERRING TO ANOTHER INSTITUTION

If you wish to transfer to another institution, you must formally withdraw from study at the University of Northampton by completing a [Withdrawal Application Form](#). 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 in the [Transfer, Restart & Withdrawal Policy](#).

RESTARTING YOUR STUDIES

Students may also be able to request to restart their studies. This means being able to recommence on the same or different programme of study, normally starting again from the beginning. For more information on restarting, please read our [Restarts and Repeats guidance](#).



IMMEDIATE TRANSFER

An immediate transfer can be requested within the first two weeks of a semester*
The deadline for the 2023/24 academic year is:

- Semester 1: Friday 6 October 2023
- Semester 2: Friday 9 February 2024

**If you are requesting to transfer once the semester has started, please be aware that you will have missed up to two weeks of teaching and possibly some assessments on the new programme.*

It is important that you factor this in, as it is your responsibility to catch up on what you have missed. You will not be able to apply for mitigating circumstances, but you might want to speak to the Module Leaders about extensions.

PROCESS FOR AN IMMEDIATE TRANSFER

Step 1

Complete the [transfer application form online](#).

Step 2

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

Step 3

Submit your completed transfer request form to the [Academic Advisers](#) by the deadline. Your request will be considered by the Admissions Team and if approved, confirmation of the programme change will be sent via email.

Step 4

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 [Student Support & Advice Team](#).*

PROCESS FOR AN IMMEDIATE TRANSFER

STEP 1

Complete the [transfer application form online](#).

STEP 2

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

STEP 3

Submit your completed transfer request form to the [Academic Advisers](#) by the deadline. Your request will be considered by the Admissions Team and if approved, confirmation of the programme change will be sent via email.

STEP 4

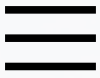
You will continue to study on your original programme for the remainder of the academic year. The transfer will take place upon successful completion of the year.



RULES & REGULATIONS OF TRANSFERS

There are a few things that the university will consider when granting transfer requests. Please see the table below for more information.

IMMEDIATE TRANSFER	PLANNED TRANSFER
Requests for immediate transfers must be made by the end of the second week of teaching.	Students must seek approval from the Programme Leaders for the new programme and obtain their signature.
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.	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.
Students must seek approval from the Programme Leaders for the new programme and obtain their signature.	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.
If you are an International Student and you would like to transfer programmes, you need to speak to the International Student Support Services Team (ISSS) to understand the impact on your Student Route Visa.	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 failure, 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 & 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 programme changes on your tuition fee loan and maintenance funding.

INTERNATIONAL STUDENTS

If you are an international student studying on a Student Visa, you must discuss the transfer with [International Student Support Services \(ISSS\)](#). If you are a postgraduate student looking to transfer, you can also check out our [guidance document](#) on this process.