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**Notes on Completing the Change of Programme Form**

**Who should complete the change of programme form?**

This form is for the use of both undergraduate and taught postgraduate students who wish to transfer from their current programme of study onto an alternative. This may be taught within the same School/Institute as the original programme of study, or it may be offered by a different School/Institute.

**What do students need to consider when changing programmes?**

Students must be aware that there is no guarantee of transfer. Consideration will be made subject to the individual entry requirements, programme specifications and past academic performance.

New students entering Queen Mary who request to transfer within the first few weeks of the academic year must meet the entry requirements for the proposed new programme of study. The request may need to be turned down if this is not the case.

Students who request to transfer to a degree programme in a different School/Institute after the second week of teaching in the Autumn Term will not normally be allowed to do so within the same academic year as they will have missed too much teaching to be able to catch up.

While a case is being considered, it is important that students continue to attend classes, submit coursework and attend examinations for their initial programme until notified by the Registry of the outcome of their request. The only exception to this rule is where a student has also chosen to interrupt their studies.

Students who intend to cease attendance on the original programme of study and to start the new programme at the beginning of the next academic year must complete an interruption of studies form. If this is not received it will be assumed that the student wishes to complete the academic year on the original programme of study and those marks will stand.

**Where can you seek further advice about changing programmes?**

Your School/Institute will be able to discuss your circumstances and whether you meet the requirements for the proposed new programme. If you are transferring between Schools/Institutes authorisation needs to be sought for you to withdraw from your current programme and separate authorisation must be obtained to enable you to join your proposed programme.

The Advice and Counselling Service also publish information regarding programme transfers - https://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/

**What are the financial and visa implications of changing programmes?**

Check how changing programme might affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check whether it will affect your visa. Not all situations are the same, so our detailed online advice guides explain how you will be affected, depending on your personal circumstances: -. [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)

If, having read this guidance, you need more advice, please contact the Advice and Counselling Service for confidential one to one advice.

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**CHANGE OF PROGRAMME OF STUDY**

**(Undergraduate and taught postgraduate students)**

* Before submitting the transfer request students are required to read the ‘Notes on Completing the Change of Programme Form’.
* Check how transferring might affect your current and future funding entitlement, and your tuition fee liability. If you are an international student, check how it may affect your permission to stay in the UK. Detailed guidance is available: [www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/](http://www.welfare.qmul.ac.uk/student-life-and-study/your-studies/thinking-leaving/)
* You must discuss the transfer with your current and proposed School/Institute and obtain the name and signature of the authorising person.
* **Please complete form in clear block capitals and return it to your School/Institute for approval. If a form is not completed fully, it may not be possible to process it.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name:** |  |  |  |  |  |  |  |  |  |
| **Family name:** |  | | | | | | | | |
| **Student ID Number :** |  |  |  |  |  |  |  |  |  |

**Current Programme Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/Institute:** |  | | | | | |
| **Programme of study – include UCAS/SITS code and programme name eg Q300 BA English:** |  | | | | | |
| **Current year of study (circle as appropriate)** | Foundation | Year one | Year two | Year three | Year four | Year five |

**New Programme Details**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/Institute:** |  | | | | | |
| **Programme of study – include UCAS/SITS code and programme name eg Q300 BA English:** |  | | | | | |
| **Year of new programme you wish to join (circle as appropriate)** | Foundation | Year one | Year two | Year three | Year four | Year five |
| **Please circle any of the following that apply to your proposed new programme of study?** | Full-time | Part-time | Variable mode | Distance learning | Year in industry | Year overseas |

When will the change take effect? (Please note that if you intend to stop attending your original programme and to start the new programme at the start of the next academic year you will also need to complete the Interruption form)

|  |  |
| --- | --- |
| **To take immediate effect?** | **To take effect at the start of the next academic year?** |

If the change of programme requires a change of adviser, please give details below:

|  |  |
| --- | --- |
| New adviser name: |  |

**Please indicate here your module registrations for the proposed new programme.** These may be modules you wish to start immediately or will be registrations for the start of the following academic year (if known). If you are remaining registered on the same modules that currently appear on your record please write ‘No change’ below.

|  |  |  |
| --- | --- | --- |
| Module code | Module title | Semester |
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|  |  |  |
|  |  |  |
|  |  |  |
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**ALL STUDENTS: PLEASE SIGN AND DATE THIS FORM TO INDICATE CONSENT FOR THE CHANGE OF PROGRAMME**

**Tick Box**

I have soughtacademic advice from my current and proposed School/Institute prior to signing this form and have obtained their authorisation for this transfer

I have read and understood the guidance on how transferring will affect my current and future funding entitlement and tuition fee liability

**International students in the UK on Tier 4 visas:** I have read and understood the guidance on how changing programme affects my current and future UK immigration permission

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**For university use only:** When a student is changing programmes within a School/Institute we will normally transfer any completed modules to the new programme. When a student is transferring between Schools we will usually not transfer any completed modules to the new programme. Please indicate here if we need to deviate from this assumption and whether there is any other information that Registry would need in order to process the form. By signing the form Schools/Institutes are confirming that all data supplied by the student is accurate to the best of their knowledge and that they meet the entry requirements of the new programme. If any of the data the student has provided requires any amendment please state this here.

**CURRENT PROGRAMME SIGN-OFF**

School/Institute approval (Print name and sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School/Institute approval (Print name and sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_