**REQUEST TO TRANSFER TAUGHT COURSE **

If you wish to transfer from your current course to another course at the University of Nottingham (UK), please complete all sections of this form and return it to your Student Services Centre, Locations can be found on the University’s website <http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx> or e-mail it, **from your University email address** to studentservices@nottingham.ac.uk

**International students are required to seek immigration advice from the Visa and Immigration Team and have this form signed off as confirmation of this.**

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| Section 1 – Your Details \* Denotes Compulsory field First Name**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID Number**\***: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 2 – Course DetailsCurrent Course:Qual Aim\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ eg, BSc, MEng, LLM  Current Course Code**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Year of Course**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (eg, 1st, 2nd, 3rd)  **School/Dept\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Last Date of Attendance on above course**\***:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |   **New Course:** Qual Aim\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e.g. BSc, MEng, LLM  New Course Code**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year on New Course**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (eg, 1st, 2nd, 3rd)  Start Date on new Course**\***:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** | |
| Section 3 – Academic Approval1 |
| I confirm that I am aware of the transfer request.  Signed**\***: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Current Head of School or Nominee) Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name**\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I approve the above transfer and confirm that the request complies with the policies outlined in the Quality Manual2. Any conditions3 that the student should satisfy *prior or subsequent* to transferring courses are detailed in Section 5 (below) and have been formally communicated to the student4. Signed**\***: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (New Head of School or Nominee) Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name**\***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 4 – Visa and Immigration Team Advice (for international students only)5 Are you currently funded by an officially recognised sponsor? Yes □ No □  If yes, please give the name of your sponsor and the file number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If you are sponsored, this change may have implications for your funding. If you have sought permission from your sponsor, and this has been given, you must attach written evidence; otherwise the International Office will be obliged to inform your sponsor.  If your new course requires ATAS clearance, please indicate whether you have obtained approval from the FCO:  Yes □ No □  **For Visa and Immigration Team use:** On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this course transfer will have on his/her immigration status in the UK. The student has been told that the University may be obliged to report this transfer to the UK Home Office.  Signed**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name**\***:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 5 – Conditions (if applicable) - *Please continue on an additional sheet if necessary.*  This transfer is subject to the following conditions being met to the satisfaction of the relevant Head of School (or nominee):  ­­­­­­­­­­­­­­­­­­­­­  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Section 6 – Module Enrolment(s) to be added/deleted:**  Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year on New Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  New School/Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Semester  **A**dd/ **A**utumn/ Module Credit Staff Approval  **D**elete **S**pring Code Module Title Value Signature**6**  Staff Name (printed) | | | | | | |
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| **Section 7 – Module Changes - Student Declaration\*:**  I confirm that these module entry changes are suitable for my course and have been approved by the Home School/Department running the modules.  Student Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Section 8 - Student Declaration – Financial Advice/Funding or Sponsor Advice\***  **You are strongly advised to seek advice from the Financial Support Team7 in the Student Services Centre, as this transfer could have an effect on your student loan and/or future funding.**  **If you have funding for your course (other than via Student Finance England) it is your responsibility to ensure that your sponsor is informed of the course change. Complete Section 4 above (if applicable).**  Student Name\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student Signature\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

Academic Approval of this request does not mean that international students have the right to remain in the UK. Visa and Immigration Team advice should be followed.

2<http://www.nottingham.ac.uk/academicservices/qualitymanual/registrationattendanceandstudy/changesoftaughtcourse.aspx>

3 E.g. taking particular modules, how marks for existing modules will be considered, required to have progressed on existing course, etc.

4 A copy of this communication has been sent to Student Services.

5 The ability to change course may be subject to the student’s immigration status. Visa and Immigration Team advice that an International student has the right to remain in the UK does not mean that Academic Approval has been given.  Your request will be processed and you will be informed of the outcome in writing by the Student Service Centre.

6 Procedure: The Module Convenor (or other authorised member of staff) must confirm that you are entitled to register for the module(s) by signing above and you must submit your form to your home school, who will confirm this change is acceptable.

7<http://www.nottingham.ac.uk/studentservices/financialsupport/talktous.aspx>