

**REQUEST TO TRANSFER STUDY (RESEARCH DEGREE) - UK CAMPUS**

If you wish to transfer your studies, please complete sections 1 -4 of this form and take it to your School for approval. Once the form is complete e-mail it to studentservices@nottingham.ac.uk (or alternatively you can take this in person or post to one of the [Student Service Centres](http://www.nottingham.ac.uk/studentservices/contact-us/locations.aspx)). You should also ensure that you have read the University’s Fee Schedule and are aware of any implications of this transfer.[[1]](#footnote-1)

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| **Section 1 – Your Details**  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Student ID Number (see your ID card): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Please tick your fee status:  Home  EU  International |
| Section 2 – Current Course Details Principal Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Current Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Last Date of Attendance on above course:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |   Is this transfer a change in mode of study i.e. Full Time to Part Time[[2]](#footnote-2): Yes\* No  \*If yes please go to Section 4 |
| Section 3 – New Course Details New Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Course Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  New Supervisors (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Start Date on new Course:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |   Expected Completion Date on new Course:   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **d** | **d** | **m** | **m** | **y** | **y** | **y** | **y** |   Will you be continuing on your current Project?  Yes  No[[3]](#footnote-3) |

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| Section 4 – Student Declaration Reason(s) for transfer your study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: ­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Section 5 – Academic Approval by School/Department[[4]](#footnote-4) **To be** **completed after Sections** **1 to 4 have been completed** I approve the request to transfer study and confirm that the request complies with the policies outlined in the Quality Manual. The student and other relevant Schools (where applicable) have been advised accordingly. Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Head of School Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Section 6 – Visa and Immigration Advice (for international students only)[[5]](#footnote-5)**  Does this course require ATAS clearance: Yes □ No □  In some cases new ATAS clearance may be required, even if you have applied before.  Your advisor will inform you if this applies to you.  On behalf of the Visa and Immigration Team, I confirm that the student has been fully informed of the implications this 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (On behalf of the Visa and Immigration Team)  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

*Last amended 10 August 2017*

1. <http://www.nottingham.ac.uk/fees/> - A transfer of programme may result in a change to the tuition fee due. Invoices are issued by the Finance Office. [↑](#footnote-ref-1)
2. Please note that normally transfers to Part Time cannot take place in the last 6 months of registered study. [↑](#footnote-ref-2)
3. If you are changing project you may need to withdraw and re-apply. Please speak to your Supervisor regarding this. [↑](#footnote-ref-3)
4. Academic Approval of this request does not mean that overseas students have the right to remain in the UK.  International Office advice should be followed. [↑](#footnote-ref-4)
5. International Office advice that an overseas 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 Student Administration. [↑](#footnote-ref-5)