

Transfer of Study Procedure

Overview

There are a number of reasons why you may be seeking to change your programme of study. For instance, you may have decided that you no longer have an academic interest in the subject you initially registered for or that having tried another subject as an elective module you wish to study it further. Sometimes there are academic reasons for transfer, such as deciding to change between an HND and a Foundation Degree

The University Centre at Salford City College does not actively encourage change of programme of study for its own sake, but recognises that students interests and needs may evolve, making a change of programme worthwhile. This guide is intended to take you through the procedure for changing programme of study.

There is no automatic right to transfer. You may request to transfer from one programme to another at any time during your studies but this usually happens during or at the end of the first year of study.

If you are not happy on your current programme but you are undecided about what you would like to do next, you should first speak with your tutor and discuss the options available to you. This decision should not be taken lightly and it is essential that you understand the implications that this may have.

You should be aware that if the transfer of programme increases or decreases the length of your enrolment, you are advised to speak to us about the financial implications. Help and advice is also available from the University Centre to discuss issues such as the implications for student funding and tuition fees.

It is not advisable to change programmes because you are finding your current programme too difficult. Generally speaking, programmes do not differ in terms of difficulty.

Advice

Before you apply to transfer to another programme of study it is essential that you seek advice on the implications.

Academic guidance

You will need academic advice as the change may affect the modules you take. You will need to accumulate sufficient credits to obtain an award (120 for an HNC, 240 for a Foundation degree or HND).

Your career options may also be affected if you change to a different degree programme. Your tutor or another academic in your current department will be able to help, as will the University Centre.

You should be aware that the options open to you decrease the further through your programme of study you are. There are funding implications associated with changes after completion of the first year.

Talk to staff in the department(s) you wish to transfer to. You could also talk to students on the programme to make sure that it is the right option for you.

Financial Guidance

If you pay tuition fees at the home rate, changing the duration of your studies can affect your entitlement to financial support. This can be complicated and it is important to seek advice from Student Finance England on this matter if you are in any doubt about the implications to your student loan.

Criteria and conditions

There is no automatic right to transfer.

You can only transfer into a different department/programme if that department/programme has sufficient spaces left and is willing to offer you a place.

You must demonstrate that you are in good academic standing in your current department (not failing overall and not failing an unacceptable number of modules), and that you meet the academic criteria and requirements for the new programme. Furthermore, the application must be approved and signed by both the original and new department.

When you transfer to a new programme, it is expected that you will complete its full academic requirements. However, it may be possible to allow some of the credit previously gained to be transferred. The receiving department will decide as to whether the modules you have already taken meet the learning outcomes of your new programme.

It may not be possible for you to start your new programme until the next available opportunity (usually September), in which case you will be expected to take a leave of absence for the rest of the session. You should check whether this will affect your entitlement to Student Loans and other funding.

How to apply

All transfer of programme must be on the appropriate form.

- Change programme of study (MS Word )
- Change programme of study (PDF )

If you wish to apply for a transfer of programme, you should approach your tutor and discuss your options and implications of transferring programmes. It is your responsibility to take note of any advice given to you during discussions about transferring.

You should then contact the department to which you are seeking entry and they will explain how to request entry into the new programme.

A late transfer will not be taken into account if you under-achieve in your assessments or as a reason for underperformance during the programme.

If your original and new department agree to the programme transfer, you should then complete **Section A** of the Transfer Form and email it to your he.admissions@salfordcc.ac.uk. When the transfer is approved Student Finance England will be informed in case your student support needs to be reassessed.

Please ensure that the following information is included:

- Your current student identification number (which can be found on your student card);
- An adequate explanation of why you wish to change programme;

If you are emailing the form, it must be sent from your York email address. You can forward your University email account to another email address but any correspondence to the university must be sent from your University of York email address.

Any posted correspondence will be sent to your current contact address so ensure your information is correct on your Canvas.

Until formal approval is given, you will remain registered on your current programme and will be expected to comply with all its requirements, including attendance at all classes.

If your application is successful, you will receive a transfer of programme email confirmation to your **University Centre at Salford City College email account**, confirming the start date of your new programme, and any conditions required.