

COURSE TRANSFER FORM

Before you decide to change your course or move to part-time study you should seek academic advice with someone in your academic department. If your new course is in a new department then you should also seek advice in that department.

Once you have discussed the above and reached a decision that you want to change your course you will need to apply formally using this RAU Course Transfer Form.

Please note that changes for the current academic year will be accepted if: a) they are approved by the academic department/s involved and b) they are submitted by the end of the second week of Term 1.

The deadline is to ensure that you are able to start attending lectures and workshops for the new course as soon as possible. Applications which are submitted after the deadline are normally refused but may be exceptionally approved with conditions.

**Students who wish to change their course or mode of attendance must complete this form and have approval from each academic staff member concerned. This form should be completed by the student, relevant Programme Leaders and the Subject Dean.**

Course Details

**Student’s Current Course (to be completed by Student)**

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| --- | --- |
| Course Instance  (e.g. AG1F): | Full Title of Course: |

**Proposed New Course**

|  |  |
| --- | --- |
| Course Instance  (e.g. D1F): | Full Title of Course: |

Personal Details (to be completed by Student)

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| Title (Mr/Mrs/Miss/Ms/etc.):  First Name:  Last Name:  Student Number: |
| *Students are advised to inform their Personal Tutor that they are requesting to transfer courses.* |
| Name of Personal Tutor:  **Tier 4/Student Visa student:** YES ☐ NO☐ |
| Brief reason(s) for proposed change: |

**Required Signatures:**

Current Course – Approval by Academic Staff

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| Current Programme Leader: |
| *I have discussed this change with the student and support this application for a transfer* |
| Signature of Current  Programme Leader:  Date: |

New Course – Approval by Academic Staff

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| New Programme Leader: |
| *I have discussed this change with the student and support this application for a transfer* |
| If this transfer is due to:   1. a change in **mode of attendance to Part-Time** study; or, 2. the course that the student is transferring to has **elective modules** to select,   Please list the modules that the student will take this academic year: |
| Signature of New  Programme Leader:  Date: |
| **Signature of**  **Subject Dean:**  Date: |

Student Signature

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| --- |
| *I wish to proceed with this application to transfer my course as detailed above.* |
| Signature of  Student:  Date: |

**Completed forms must be submitted to the Registry Office, in the Student Hub in the Emrys Jones building. The office is open Monday to Friday 9am to 4pm. or emailed to** [**registry@rau.ac.uk**](mailto:registry@rau.ac.uk)

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