SCHOOL OF MATHEMATICS, STATISTICS AND ACTUARIAL SCIENCE

DEGREE TRANSFER FORM

SECTION 1 – YOUR CURRENT PROGRAMME

STUDENT NUMBER: 

FORENAME(S): 

SURNAMES (FAMILY NAME): 

EMAIL ADDRESS: 

ACADEMIC ADVISER: 

TITLE: MR MISS MRS MS 

CURRENT STUDENT STAGE: 

0 1 2 3 4 PG

SECTION 2 – YOUR NEW PROGRAMME

TITLE OF PROGRAMME TO TRANSFER ONTO: 

ENTERING INTO STAGE: 

0 1 2 3 4 PG

IS THIS PROGRAMME WITHIN THE UNIVERSITY? YES NO 

THE SCHOOL IS: IF NO – PLEASE SPEAK TO SENIOR TUTOR

SECTION 3 – YOUR MODULES

I WAS REGISTERED FOR: 

PLEASE NOW REGISTER ME FOR: 

SECTION 4 – STUDENT DECLARATION AND SCHOOL APPROVAL

STUDENT DECLARATION

I accept that it is my responsibility to make up work that I have missed, and that loss of teaching due to a change of degree programme does not constitute a concessions plea.

SIGNATURE OF STUDENT ___________________________ DATE ________________

SCHOOL APPROVAL

Signature of your Academic Adviser (or Senior Tutor for non-SMSAS students) of current programme:

SIGNATURE ___________________________ DATE ________________

Signature of Senior Tutor for your proposed degree programme. If the Senior Tutor is not available, the Director of Studies for your proposed degree programme may sign on their behalf

SIGNATURE ___________________________ DATE ________________

Office use only: SDS/Cressida SLC/LEA Staff Email Student Letter/Email Transfer List
PLEASE NOTE

What do I need to consider?

The administration of changing degree programmes is relatively straightforward. However, you must be sure that the change is in your best academic interests. For this reason, you MUST discuss the change with your Academic Adviser. They have to sign the form to allow you to change. You must also be accepted onto the degree programme you wish to change to, and for this reason the Senior Tutor of the new programme must authorise your transfer. You should also note that changing degree programme, particularly if it involves repeat study, can affect your funding and you should discuss that possibility with your Local Education Authority (if appropriate) or whoever funds you. That way you can be sure you will receive the necessary funding for your new choice of programme.

How do I actually change programme?

Firstly, speak to your Academic Adviser and obtain their advice. Then speak to the School you wish to change to. If they agree, then you need to complete this form; you should be able to complete Sections 1 and 2 without difficulty. For Section 3 you will probably need a handbook listing module codes, and if you are transferring between Schools, you are likely to need both your current and a new handbook. These should be available on the School website(s). For Section 4, once you have signed the form, take it to your Academic Adviser for their signature, and to the Senior Tutor for your new programme to also sign. (If you are changing to a joint honours programme, e.g. Mathematics and Accounting & Finance, you should speak to the Senior Tutor of each ‘half’ of the programme – so in this case you would contact the Senior Tutor of Accounting & Finance in Kent Business School. If they approve the change they should sign and date on the Senior Tutor line also.)

If for any reason you are unable to see your Academic Adviser or Senior Tutor, please email them for an appointment or call in during their office hours.

When the form is completed, please return it to the General Office.