# Appendix 1: Student Transfer Request Form

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| **PART 1: DETAILS**  To be completed by Current Course Leader/s in the presence of the Student. | |
| **Student Name:** |  |
| **Current Course:** |  |
| **Current Mode of Study:** |  |
| **Current Year on Course:** |  |
| **Course to be transferred to:** |  |
| **Year of Course to be transferred to:** |  |
| **Mode of Study to be transferred to:** |  |

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| **PART 2: ACADEMIC RECORD - UNITS COMPLETED**  To be completed by Current Course Leader/s in the presence of the Student.  List the units that the student has completed and achieved credit for. | | | | | | | | | |
|  | **Unit Name** | | | | | | | **FHEQ Level** | **Number of Credits Achieved** |
| **1** |  | | | | | | |  |  |
| **2** |  | | | | | | |  |  |
| **3** |  | | | | | | |  |  |
| **4** |  | | | | | | |  |  |
| **5** |  | | | | | | |  |  |
| **6** |  | | | | | | |  |  |
| **7** |  | | | | | | |  |  |
| **8** |  | | | | | | |  |  |
| **9** |  | | | | | | |  |  |
| **Signature of Student:** | | | |  | | | | **Date:** |  |
| **Signature of Current Course Leader:** | | | |  | | | | **Date:** |  |
| **PART 3: LEARNING OUTCOME MAPPING & RECOMMENDED OUTCOME OF TRANSFER**  To be completed by Current Course Leader in liaison with Prospective Course Leader as appropriate  Please attach student’s academic record and mapping of Learning Outcomes as appropriate. | | | | | | | | | |
| **Prospective Course** | | | | | **Mapping of where the Current Course maps to the Prospective Course** | | | | |
| **Year of Study** | | **Unit** | **Learning Outcome** | | **Year of Study** | **Unit** | **Learning Outcome** | | |
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| **PART 4: OUTCOME OF THE TRANSFER REQUEST**  To be completed by Current Course Leader/s in the presence of the Student.  Record the outcome of the transfer request and the recommended Point of Entry as appropriate. | | | |
| **Transfer Agreed (Y/N):**  **(If N summarise why)** |  | | |
| **Course & Year Transferred to:** |  | | |
| **Start Date of Transfer (DD/MM/YY):** |  | | |
| **Identify any additional recommendations (e.g. that the student completes the academic year on their current course, receives suitable academic / welfare support, etc.):** |  | | |
| **Signature of Current Course Leader:** |  | **Date:** |  |
| **Signature of Prospective Course Leader:** |  |  |  |
| **Signature of Student:** |  | **Date** |  |