



UK Students: Transferring Programme

Transferring Programme

If you want to request a transfer to a different programme of study at Northumbria University you should first speak to your tutor or supervisor. Please provide your Faculty with as much information as possible about the reasons for your wish to transfer, so that they can fully consider your situation and provide appropriate advice on any related academic issues and alternative options available to you.

If, after speaking with your Faculty, you still wish to proceed with a transfer, you will need to log a request and this is managed from beginning to end via the change of circumstances (ChoC) online portal. To initiate a request you are required to log on to your student portal homepage, go to 'MyRecords', then from the Menu click on the 'Change of Circumstances' link and select 'Start Process'. This is the start of a process which requires your continued engagement until your case has been closed via the ChoC portal. The Student Transition Team will be in touch to support and guide you throughout the process. Please be aware that you can cancel your request at any stage.

If you would like to speak to a member of the Student Transition Team, you can telephone to discuss your request further or book an appointment on 0191 243 7500.

Making a Well Informed Decision

The Previous Study Rule puts a limit on how many years of student funding you can access, so if your transfer requires that you commence the new course from the same or earlier stage than you are currently at, it is important to make the right choice of course. Get as much advice as possible to ensure you make a well informed decision.

The Student Transition Team will refer you to the appropriate services, including the Admissions Department who can discuss the entry requirements of your new course, whether or not a transfer is possible and, if so, how to apply for a transfer. You may also wish to speak with academic staff and current students from the course you are interested in, as well as your friends and family.

Our Careers and Employment Service can help you make an informed choice about employability and career progression, while an Adviser from the Welfare, Immigration and Funding Team can explain the financial implications of transferring courses.

My Funding - Future Support and the Previous Study Rule

You should be aware that transferring programmes may affect your remaining entitlement to financial support.

Eligible students are entitled to financial support for the length of their new programme plus one additional year, minus any years of previous study. This is known as the 'Previous Study Rule'.

If you want to change programmes, the Previous Study Rule will determine whether you will receive financial support for every year of your new programme.

Example 1: A student wants to change programme after one year of her three year programme. She then transfers onto the first year of another three year programme the following September. She is entitled to three years' financial support.

3 year programme + 1 additional year - 1 year previous study = 3 years' remaining financial support (3+1-1=3).

Example 2: A student wants to change programme after two years of his three year programme. He then transfers to the first year of a new three year programme the following September. He will be entitled to two years of financial support for his new programme.

3 year programme + 1 additional year - 2 years' previous study = 2 years' remaining financial support (3+1-2=2).

The student in 'Example 2' would only receive financial support for years 2 and 3 of his new programme and will be required to support himself (or 'self-fund') in his first year. Where a student is required to self-fund any years of their programme, this will always apply to the earlier rather than later years of the programme.

During any 'self-funding' years, you will not be able to access the Fee Loan or Maintenance Grant*. Under the current rules, eligible students can continue to receive the Maintenance Loan and additional grants (Grants for Dependents and DSA) until they have an honours degree, but not a Tuition Fee Loan. An exception can be made to these rules where there are any 'Compelling Personal Reasons' (CPR) involved in the transfer scenario.

If you can provide evidence that you had difficulty progressing during an academic year due to 'CPR', your student finance provider has the discretion to extend your Tuition Fee support by one year. If you enrol upon a year of study without the Tuition Fee Loan being approved, you are liable to begin payment towards your Tuition Fee bill. Please liaise directly with the University's Finance Department on this.

Some examples of circumstances your funding provider may consider under the 'CPR' rules include; a serious illness, bereavement, pregnancy or a personal/family crisis. Please see our information sheet on CPR and the evidence required by your student finance provider for further information.

There are also exemptions to these rules for students who are transferring to a pre-registration course in AHP (Allied Health Professions), such as Nursing, Midwifery, ODP or Social Work. Please contact an Adviser for further information.

Please note: The information above sets out the basic principle of the Previous Study Rule. However, the interpretation of this regulation is not straightforward and there are a number of exceptions/variations which may apply, depending on your circumstances.

You should speak to an Adviser for advice on your individual circumstances. We would also recommend that you speak to your student finance provider to confirm your remaining financial support entitlement before making a decision to change programmes.

*** Maintenance Grants will no longer be available to students commencing their studies in 2016 or later.**

What Happens to My Tuition Fee Liability?

A Welfare, Immigration and Funding Adviser will be able to advise on your individual liability. In most cases there will be no change to your liability unless you are taking a break from your current course before commencing your new course. If your transfer does involve a break in study, please refer to our 'Interrupting Study' factsheet.

Please note: This advice relates to the system in England and specifically SFE. If you are funded by another body such as Wales, NI or SAAS please confirm with them any variations under their Regulations.

Contact the Welfare, Immigration and Funding Team

Visit us at an Ask4Help point

Tel: 0191 227 4127

sv.welfareandinternational@northumbria.ac.uk

Current Northumbria students should make enquiries via the Student Portal:
myportal.northumbria.ac.uk



FINANCIAL SUPPORT

Visit an Ask4Help point
northumbria.ac.uk/financialsupport

