**Degree Transfer Guidance Notes**

***Please read carefully before completing your transfer request***

Transfer requests are competitive. There is no guarantee that all requests will be granted due to limits on the overall number of places available for transfers and the particular student number constraints of subject areas.

* Primary consideration will be academic achievement. Please consult the information provided by the School that owns the programme you want to transfer into for specific criteria to be taken into account.
* Schools will normally only consider requests from students who have failed no more than 40 credits of study in their current year of study. Students who have failed, or are likely to fail, more than 40 credits of study in their current programme must talk to a member of their current home School’s Student Support Team about their options in the first instance.
* Transfers into some programmes are conditional on successful interview with the School. Where that is the case, the information will be available on the School’s webpages.
* All applicants to Art and Design programmes must submit portfolios. Students with enquiries about portfolios should email eca-sso@ed.ac.uk in the first instance.
* No student transferring degree programme will be permitted more than one additional year of study.

**Transfer into the first year of a degree programme**

Students accepted for transfer into a new degree programme, who are required to re-start in the first year of that programme, must satisfy the necessary academic criteria, and meet the offer threshold for entry to the programme in the forthcoming session. First-year students who want to transfer degree within the first two weeks of semester 1 should contact the Undergraduate Admissions Office.

**Transfer into subsequent years of a degree programme**

Students who wish to transfer into year 2 or above of a degree programme must meet the criteria as set out in the Degree Programme Table for the degree they wish to join. Please see here for the relevant table: [www.drps.ed.ac.uk](http://www.drps.ed.ac.uk). For any additional criteria considered by Schools, please see the relevant School’s webpages.

**Additional requirements**

Any change to degree programme may have implications for fees, funding or visas. If you have not yet checked this then please get in touch The Fees and Student Support Team ([fees@ed.ac.uk](mailto:fees@ed.ac.uk)) and the Student Immigration Service (<http://edin.ac/2Q8L1CO>), as appropriate. Independent and confidential advice can also be sought from The Students' Association Advice Place: <https://www.eusa.ed.ac.uk/adviceplace>

**Visiting Students**

Any visiting student wanting to transfer to and University of Edinburgh degree on a permanent basis should contact the Visiting Student Office (https://www.ed.ac.uk/arts-humanities-soc-sci/international-and-study-abroad/visiting-student-office)

**Sharing of Information**

Schools/Colleges will only share information regarding your degree programme transfer request with staff who have a legitimate need to access the information in order to consider your case or to provide you with support in relation to the issues raised.

**The University Privacy Notice can be found online at:**

<https://www.ed.ac.uk/student-systems/use-of-data/policies-and-regulations/privacy-statement>

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| **Name** | **UUN** | **Current Programme of Study** | **Year of Study** |
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| **Degree programme into which you would like to transfer** | **Year of entry for Degree Programme into which you would like to transfer (Year 1, Year 2, Year 3)** |
| Option 1: |  |
| Option 2 (if any): |  |
| I confirm that I have read and understood the requirements of the programme I wish to transfer into:  YES | |
| **Courses you have already taken that are compulsory for the degree programme you wish to transfer into (please consult the degree programme tables at** [**www.drps.ed.ac.uk**](http://www.drps.ed.ac.uk) **to check which are the compulsory courses).** | |
| Compulsory courses for your option 1 (please provide course code and course name as well as your final mark) |  |
| Compulsory courses for option 2 (please provide course code and course name as well as your final mark) |  |

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| 1. **Personal Statement (no more than 300 words)**   *Please describe your reasons for applying to transfer and why you are a good candidate for the new programme. This may include previous relevant study or experience, your academic achievement prior to and since starting University, completed courses in the new programme, and career plans. Please reflect on why the subject interests you? Have you been involved in activities that demonstrate your interest in the programme? What skills and experience do you have that might help you on your chosen programme?* |
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| 1. **Explain any special circumstances relevant to your transfer request**   *This may include information on special circumstances you have formally submitted to your School or other information you would like the Transfer Committee to take into account. You may also want to include a supporting statement from your Personal Tutor.* |
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| 1. **STUDENT VISA HOLDERS ONLY: How does this transfer support your career aspirations?**   *We are required to confirm to UKVI that the combination of your current programme and the programme you wish to transfer into supports your genuine career aspirations. Please outline this below.* |
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| 1. **STUDENT VISA HOLDERS ONLY: When does your current Tier 4 or Student Route Visa expire?** |
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**Application to transfer forms should be completed by Friday 8th July 2022 and returned to** [**llcstudentsupport@ed.ac.uk**](mailto:llcstudentsupport@ed.ac.uk)

No decisions will be made on these requests until after this deadline. All students will receive an email notifying them of the decision. Please note that requests for transfer cannot always be granted.

**Tier 4/Student visa holders: please note a programme transfer may affect the validity of your Tier 4 or Student visa. By submitting this form, you agree to seek timely advice from the Student Immigration Service (**[**studentimmigration@ed.ac.uk**](mailto:studentimmigration@ed.ac.uk)**) and to follow any recommended course of action.**

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| ***College/School Use Only (only applicable to Tier 4/Student visa holders)*** | |
| Is the new programme related to the student’s current programme – i.e. is it connected or does it  involve deeper specialisation? | YES  NO |
| Does the current programme and the new programme in combination support the student’s genuine career aspirations? | YES  NO |
| Briefly state how the new programme relates to the programme for which the student was originally sponsored (if applicable): | |
|  | |
| Briefly state how the personal statement provided demonstrates that the new programme, in combination with studies to date, will support the student's career aspirations (if applicable): | |
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