**APPENDIX 2 – INTERNAL TRANSFER FORM**

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| **INTERNAL TRANSFER FORM**  **TO BE COMPLETED FOR ALL TRANSFERRING STUDENTS** | | | | | |
| **TO:** | Student File and Student Administration\* | | | **DATE:** |  |
| **FROM:** |  | | | **EXTENSION:** |  |
| **FACULTY/PARTNER:** |  | | | | |
| **RECEIVING PROGRAMME TITLE:** | |  | | | |
| **ORIGINAL PROGRAMME TITLE:** | |  | | | |
| **STUDENT NAME:** |  | | **STUDENT ID:** | |  |

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| **DETAILS OF APPROVED WHOLE STAGES TO BE TRANSFERRED** | | | |
| **STAGE REFERENCE AND NAME**  *(State whole level/s that the student has completed on the original programme which will contribute to the receiving programme.)* | **Stage/Level** | **%**  **Gained** | **Credit Points** |
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| **DETAILS OF APPROVED UNITS TO BE TRANSFERRED** | | | |
| **UNIT REFERENCE AND NAME**  *(List all units that the student has completed on the original programme which will contribute to the receiving programme.)* | **Stage/Level** | **%**  **Gained** | **Credit Points** |
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| **DETAILS OF ADDITIONAL UNITS OR STAGES TO BE UNDERTAKEN BY THE STUDENT** | | | |
| **UNIT REFERENCE AND NAME**  *(List unit/s and/or state whole level/s to be undertaken by the student on the receiving programme.)* | **Capped? \*\***  **(YES/NO)** | **%**  **Gained** | **Credit Points** |
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| **CONFIRMATION OF ACADEMIC DECISION\*\*\***  *The Framework Leader of the receiving programme to sign and for partnership programmes the Link Tutor must also sign.*  *The signature confirms the academic decision and that the student has been informed in writing of the implications of the transfer, including any financial implications and any impact on the contribution towards the final classification (where applicable).* | | | | | |
| **SIGNED (FL)** |  | **PRINT NAME** |  | **DATE** |  |
| **SIGNED (LT)** |  | **PRINT NAME** |  | **DATE** |  |
| **DATE OF TRANSFER** | |  | | | |
| **DATE FORM SENT TO STUDENT ADMINISTRATION**  [**enrolments@bournemouth.ac.uk**](mailto:enrolments@bournemouth.ac.uk) | |  | | | |

\* The signed form will remain in the Faculty’s/Partner’s possession. An electronic copy of the form is sent to Student Administration so that the Student Record System can be updated.

\*\* Where transferring students carry forward a mark profile associated with reassessments or repeats, the Framework Leader must indicate which units in the receiving will be capped at the pass mark.

\*\*\* Entering a name in the signature box and sending this form via email will be accepted as confirmation that the named person has signed a form that will remain in the Faculty’s possession. Sending the form via email replaces the need to send a signed paper form to Student Administration.