**APPENDIX 3 - INTERNAL TRANSFER FORM (CPD)**

|  |
| --- |
| **INTERNAL TRANSFER FORM (CPD)\****(to be used for transfers from CPD frameworks/units to named awards only. For transfers between named awards, please refer to Appendix 2)* |
| **AWARD AND TITLE OF NEW PROGRAMME AND FRAMEWORK** |  |
| **TITLE OF ORIGINAL CPD FRAMEWORK/UNIT(S)** |  |
| **STUDENT DETAILS: NAME & ID NUMBER**  |
| **DETAILS OF CPD UNIT(S)/LEVEL(S) TO BE TRANSFERRED** *(where RPL/UK Credit Transfer for underpinning levels is required for transfers to Level I or H, please indicate this in relevant section below)* |
| **CPD UNIT TITLE(S) / LEVEL(S)** | **LEVEL** | **CREDIT****POINTS** | *(list completed and credited BU CPD unit/s\*\* and/or state whole CPD level/s the student has completed and which will contribute to the receiving programme.)* |
|
|  |  |  |  |
|  |  |  |  |
| **DETAILS OF UNITS/LEVELS ON THE RECEIVING PROGRAMME TO BE UNDERTAKEN BY THE STUDENT**  |
| **UNIT TITLE(S) / LEVEL(S)** | **LEVEL** | **CREDIT****POINTS** | **CAPPED?\*\*\*****[ √ ]** | *(list unit/s and/or state whole level/s to be undertaken by the student on the receiving programme.)* |
| **YES** | **NO** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **DETAILS OF CPD UNITS ALREADY UNDERTAKEN BY THE STUDENT BUT NOT TRANSFERRED TO NEW AWARD** |
| **UNIT TITLE(S) / LEVEL(S)** | **LEVEL** | **CREDIT****POINTS** | *(list unit/s already undertaken by the student on the programme they are leaving. This will enable Student Administration to enter the details on the Diploma Supplement and the Transcript)* |
|
|  |  |  |  |
|  |  |  |  |
| **CONFIRMATION OF ACADEMIC DECISION INVOLVING RPL/UK Credit Transfer EXEMPTIONS FOR PREVIOUS LEVELS\*#** *(where relevant, for Level I and Level H transfers only, to confirm that the student is eligible to enrol on a named award.)*  |
| **LEVEL(S)** | **CREDIT****POINTS** | **APCL** **[**√] | **APEL** **[**√] | **NATURE OF EVIDENCE PROVIDED BY STUDENT AND ASSESSED** (e.g. certificate, portfolio, set assignment) |
|
|  |  |  |  |  |
|  |  |  |  |  |
| **CONFIRMATION OF 1. ACADEMIC DECISION & 2. NOTIFICATION OF IMPLICATIONS TO STUDENT****The Framework Leader of the receiving programme to sign the form.****NB For partnership programmes Link Tutor must also sign the form.****NB For transfers involving RPL/UK Credit Transfer the Faculty RPL Coordinator must also sign the form (for partnership programmes on behalf of the link tutor).***(The signatures confirm 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.)* |
| **SIGNED#** |  | **PRINT****NAME:** |  | **DATE:** |  |
| **SIGNED#** |  | **PRINT****NAME:** |  | **DATE:** |  |
| **DATE TRANSFER EFFECTIVE FROM** | **DATE:** |  |
| **DATE ELECTRONIC COPY OF THE FORM SUBMITTED TO STUDENT ADMINISTRATION VIA EMAIL (****enrolments@bournemouth.ac.uk****.)** | **DATE:** |  |

\* 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.

\*\* Transferring student’s full assessment records to date may be imported into the receiving programme, including the mark profile associated with any reassessments/repeats, which will contribute to the level aggregate and/or award classification.

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

\*# students undertaking units on a CPD basis may have embarked in the first instance on individual units of study without the full volume of underpinning credit for a particular level of study and therefore would not be eligible for a named award.

# 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.