

TRANSFERS

Where do I start?

This information is for Home/EU students only. Overseas students have additional steps and should consult International Admissions before making any changes as they may impact your immigration status and further stay in the UK.

Most changes to Mode of Attendance (part-time, full time, add a placement, etc.) for currently enrolled students are handled through your faculty team with approval from your Head of Department (HoD).

Compulsory placements through the Faculties of Education and Health, Psychology & Social Care are not normally changeable. In other departments, changing or adjusting placements requires written confirmation from your Placements Tutor or Placements Team.



Visit a Hub if you need assistance



Student Hub

www.mmu.ac.uk/studenthub

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Who do I contact?

If you are currently enrolled and would like the change to take place in the **current academic year**, contact your Programme Leader to check that the transfer is possible then submit a Transfer of Course form to your Student Hub.

If you are currently enrolled and want the change to take place in the **next academic year**, the following rules apply: To transfer to a new course on the same academic level or a lower level (i.e. second year to first year) you need to submit a Direct Application form to the Admissions Team for your faculty. If you are transferring to a new course at a higher academic level, submit a Transfer of Course form as noted in the first paragraph. Your Student Support Officer can provide advice if needed.

If you are a new student wishing to change courses and have not yet enrolled, you must contact the Admissions Team responsible for the course to which you wish to transfer. Admissions will check the course requirements and amend the UCAS application record, which will update your enrolment record for the new course.

Your Student Support Officer can assist with this process. If you are making a major change in your academic journey, there may be consequences to your student loan or other aspects of student life. The Advice Centre at The Union MMU provides impartial guidance should you need it.

Student Support Officers: www.mmu.ac.uk/sas/student-services/student-support-officers.php

International Office: www.mmu.ac.uk/international
and www.mmu.ac.uk/students/your_visa.pdf

Your Advice Centre: www.theunionmmu.org/your-advice-centre

*Please remember this is only an overview.
For the most complete and up to date information
speak with an Advisor at your nearest Student Hub.*