

## Transfer Policy and Procedure

NewRIIS allows the Students to transfer from one programme to another, subject to the student fulfilling all pre-course requirements of the new programme.

Students studying a **Postgraduate Taught Programme** and **Post Graduate Research Programme** who wish to transfer to an alternative degree programme within NewRIIS, the transfer application should be initiated as soon as possible, or at least 4 weeks before the commencement of the programme.

The student will first speak to his or her Tutor/Degree Programme Director about transferring before completing a [DPD Transfer Request Form](#), who will assess the students situation, reasons for the transfer request and if the student is fulfilling the pre programme requirements of the new programme.

The Programme Transfer Procedure is available online at the Newcastle University website [here](#).

### Programme Transfer Process

1. Student to send an email to PS staff requesting for a transfer of the programme.
2. PS staff will acknowledge the email and to advise student to check with Supervisor (PGR) or DPD (PGT) for their advice on the proposed change.
3. Student to email to respective Supervisor or DPD for advice, copy to PS team. The DPD will have a discussion with the student and may also check with his/her Personal Tutor to understand the situation, see if the student meets the pre course requirements. To see eligibility for the transfer programme, please see entry requirements of the course you intend to transfer to, on the website.
4. If the approval is given, the PS team will send the student the appropriate form as per details below:  
PGR: Application for Change of Candidature: [MPhil to PhD](#); [PhD to MPhil](#)  
PGT: DPD Transfer Request Form
  - If the approval is not given, the Student can make an appeal
  - If the appeal does not go through, the student has an option of continuing in the same programme or withdrawing from the programme
5. Student to submit the completed form to the PS team who will then forward the form to the respective Supervisor/DPD for endorsement.
6. After the endorsement, PS team will send the form to the respective University department for review and the student will be notified of the outcome within 10 days via email
7. On obtaining the approval, the PS team will initiate signing of the new student contract for the new transfer course

8. Finance will cancel the current FPS Insurance and purchase a new FPS insurance for the new course.
9. It will take up to a total of 14 working days to complete the full process.
10. Once all the above processes are complete, the student is transferred to the respective programme.

For **Research students** who wish to apply for a Change of Programme:

- Student to complete an application form ([MPhil to PhD](#), [PhD to MPhil](#)) in which s/he should provide details of the progress made to date.
- The Supervisor will provide a statement to support the change and then the form will be forwarded to the Head of School/Institute (or nominee) for approval.
- Completed forms will be forwarded to the HaSS and SAgE Grad School who will then forward them to Dean of Postgraduate Studies for consideration
- HaSS and SAgE Grad School will inform student the outcome by email, copy to PS staff and, in the event that the application is approved, will arrange the transfer.
- Student will then be required to sign a new CPE-PEI Student Contract.
- The new FPS Certificate will be issued to the student.