****

**REQUEST TO TRANSFER BACK TO XJTLU FOR 2+2 STUDENTS**

► When completed please send or deliver this form to your Level 1 Head of Department or the Link Tutor for your subject.

**SECTION A – To be completed by the student**

|  |  |
| --- | --- |
| Student ID number: |  |
| First name(s): |  |
| Family Name: |  |
| Programme of study & Major code: |  |
| Reason for requesting transfer (please give full details):  *\*Please see notes below* |  |
| Student signature: |  |
| Date: |  |

**Guidance for students**

Before completing this transfer form, you should read the full document [‘Policy & Process for XJTLU transfers](https://www.liverpool.ac.uk/media/livacuk/tqsd/collaborative-provision/xjtlu/16,Policy,and,Process,for,XJTLU,transfers.pdf)’ at: [XJTLU - Academic Quality and Standards Division - University of Liverpool](https://www.liverpool.ac.uk/aqsd/collaborative-provision/xjtlu/)

Normally, transfers back to XJTLU would only be allowed if your personal, financial or health circumstances prevent you from continuing to study at UoL. Please provide details about your reasons for requesting the transfer in the form above and submit any relevant evidence (e.g. a doctor’s note, bank statements etc.[[1]](#footnote-1)) alongside this form.

**►Please note that the information and evidence you provide may need to be shared with UoL and XJTLU members of staff for the purpose of determining the outcome of your request. By signing this form you confirm that you consent to this.**

You should submit this request to transfer no later than the end ofsemester 2.

If the request is successful, you would begin back at XJTLU at the start of the next academic year in September. If you have started Year 3 of your studies at UoL and wish to transfer back to XJTLU, you would be expected to suspend your studies for the rest of the academic year and re-start your final year at XJTLU.

**SECTION B – To be completed by the Level 1 Head of Department (or authorised nominee)**

I agree to this transfer.

|  |  |  |
| --- | --- | --- |
| Authorised Officer’s Name: |  | |
| Signature: |  | |
| Date: |  | |
| Interim transcript attached: | YES | NO |
| Information regarding any Exceptional Circumstances (described in 6 in the [‘Policy & Process for XJTLU transfers](https://www.liverpool.ac.uk/media/livacuk/tqsd/collaborative-provision/xjtlu/16,Policy,and,Process,for,XJTLU,transfers.pdf)’: |  | |
| Most recent Board of Examiners decision: |  | |

**Guidance for Level 1 Head of Department (or authorised nominee):**

The interim transcript requested as part of this process refers to the latest available transcript from the student record system, Banner.

Where students suspend their studies at UoL mid-year and are permitted to transfer back to XJTLU on the grounds of exceptional circumstances, they would normally be expected to re-start the equivalent year of study at XJTLU regardless of the point at which they suspended their studies at UoL. Under these circumstances, and where students have achieved a partial set of results at UoL, XJTLU would give exemptions for these results. Any exemptions would be agreed as part of the determination of the student’s academic standing in transferring back to XJTLU.

Once completed, retain a copy within the Department/School and send a copy to XJTLU Registry ([Registry@xjtlu.edu.cn](mailto:Registry@xjtlu.edu.cn)), to UoL Student Administration ([studentcentre@liverpool.ac.uk](mailto:studentcentre@liverpool.ac.uk) and [Jane.Bennett@liverpool.ac.uk](mailto:Jane.Bennett@liverpool.ac.uk)) and to the relevant Link Tutor for the Department/School.

**SECTION C – To be completed by XJTLU Registry**

|  |  |  |
| --- | --- | --- |
| Authorised Officer’s Name: |  | |
| Signature: |  | |
| Date: |  | |
| XJTLU agrees to the transfer: | YES | NO |
| If “YES”, please state the academic year the student will resume: |  | |
| If “NO”, please give reason(s): |  | |

Once completed, retain a copy in XJTLU Registry and send a copy to UoL Student Administration ([studentcentre@liverpool.ac.uk](mailto:studentcentre@liverpool.ac.uk) and [Jane.Bennett@liverpool.ac.uk](mailto:Jane.Bennett@liverpool.ac.uk))

1. The [Policy on Extenuating Circumstances](https://www.liverpool.ac.uk/media/livacuk/tqsd/code-of-practice-on-assessment/appendix_M_Annex1_cop_assess.pdf) within the [Code of Practice on Assessment](https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/) provides examples of appropriate documentary evidence [↑](#footnote-ref-1)