

## Student Guide about How to Complete a Course Transfer Request

You can use this guide to see the steps you need to take when requesting to transfer your course.

Please contact the [Student Experience and Information Team](#) if you have any questions or if you need support with your request.

**Step 1:** Log in to <https://fse-intranet.swan.ac.uk/>

**Step 2:** Click on **Student Transfers**

### Teaching

- Extenuating Circumstances
- Inclusive Student Support Information
- Module List
- Module Reviews
- Module Changes
- Drop-in Hours
- Room Calendars
- Teaching Assistants/Demonstrators Admin
- Year 3 Project Definitions
- Final Year Project Marking
- MSc Dissertation Definitions
- Student Transfers**

**Step 3:** Read Guidance

You can find a link to full guidance in the first section, 'Request for Student Transfer'. Please read this in full prior to commencing your application. You can also access this guidance on our webpages [here](#).

#### REQUEST FOR STUDENT TRANSFER

Faculty of Sciences and Engineering Undergraduate and Postgraduate Taught Transfer Request Form

Please complete all sections of the form.

Please can you read the guidance before commencing transfer. Link to guidance: [Course Transfers - Swansea University](#)

## Step 4: Confirm Current Course Details

A record will appear for you to complete your current course details.

Please enter your 'Date of Last Attendance'. The 'Expected End Date' will be automatically completed.

STUDENT INFORMATION	
Student Name in full	[REDACTED]
Student Number	[REDACTED]

CURRENT PROGRAMME DETAILS	
Please complete all information about your <b>current</b> programme.	
Full-time/Part-time	Full-time
Level or Year of Study	3 - FHEQ 6 Undergraduate / Honours
Department	Geography
Degree	BSc
Route	XGEGS Environmental Geoscience Single
Programme	BSHE3XX Environmental Geoscience Single
Expected End Date	09/06/2023
Date of Last Attendance	05/09/2023

## Step 5: Enter new Programme Details

Select from the drop down menu by clicking the drop down arrow for the following fields:

- **Department:** this is the Department of the new programme that you are requesting to transfer to.
- **Mode of Attendance:** for example, full time or part time.
- **Degree:** for example, BSc, BEng, MEng etc.
- **Programme:** you will be able to select the Title of the Programme.
- **Year of Study:** please select the year of study you will be entering into on the new programme (e.g. Year 1, 2, 3 etc.).
- **New Start Date on New Programme:** as study is continuous normally this runs from the end date of your previous programme.
- **New Expected End Date:** this is the year you will be graduating. Normally Undergraduate courses will end in June. Postgraduate Taught courses for September entry students will end on 30<sup>th</sup> September and for January entry students on 26<sup>th</sup> January.

## NEW PROGRAMME DETAILS

Please complete all information about your **new** programme.

Department	Please select...
Mode of Attendance	Please select...
Degree	First select department
Programme	First select department and degree
Year of Study	First select department, degree and programme
Start Date on new Programme	dd/mm/yyyy
New Expected End Date	dd/mm/yyyy

## Step 6: Reason for Transfer Request

Please enter the reason for your transfer. Only a short sentence is sufficient, for example, 'I would like to complete a Year in Industry'.

### REASON FOR TRANSFER REQUEST

Reason for Transfer Request

Please enter reason for the transfer request here

Attachments: (None) [Upload Attachment](#)

You will be required to also upload attachments if:

- You are switching between departments. You will need to upload an email confirming academic approval from the Admissions Tutor for your new department.
- You are on a Student Route Visa. Please upload a completed Previous Study Questionnaire.

Click on 'Upload Attachment' and select the file from your computer/device.

### REASON FOR TRANSFER REQUEST

Reason for Transfer Request

Please enter reason for the transfer request here

Attachments: (None) [Upload Attachment](#)

To upload an attachment you can click 'Upload a file', find the file on your computer/device and click 'Add'.

### Upload Attachment

Upload Document: [Upload a file](#)

filename	Size	Progress

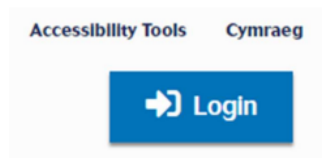
[Add](#) [Cancel](#)

**Important Note:** If you are transferring to another department and have not uploaded the academic approval from the Admissions Tutor then you will not be able to submit your application.

## Step 7: Modules to be Amended

Enter the Modules which you would be taking on the new programme and the Modules which you would no longer be taking from your current programme.

Please complete in conjunction with your module selections which you have already selected on your [MyUni Profile](#). After logging in please click on 'Profile' and 'Courses'.

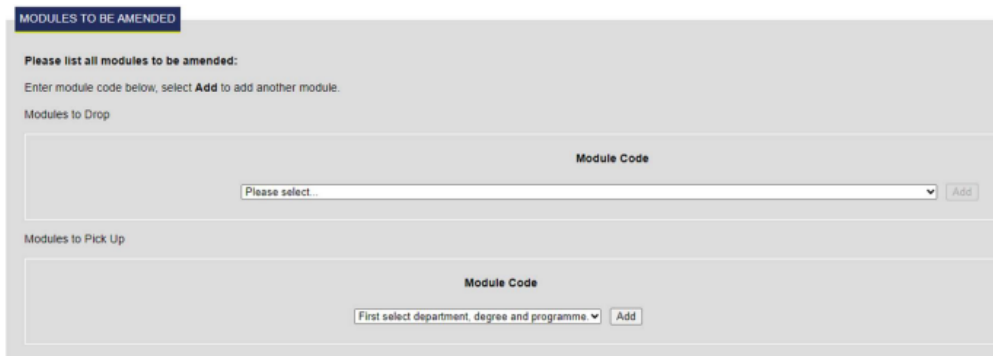


The Module listings for the new programme are from the University Course Catalogues which can be accessed below:

- [Undergraduate Course Catalogue](#)
- [Postgraduate Taught Course Catalogue](#)

Please click on your new course, scroll down to 'Modules' and open the relevant 'Year'.

Select from the drop down which module(s) you wish to drop and which module(s) you wish to pick up.



**MODULES TO BE AMENDED**

Please list all modules to be amended:  
Enter module code below, select **Add** to add another module.

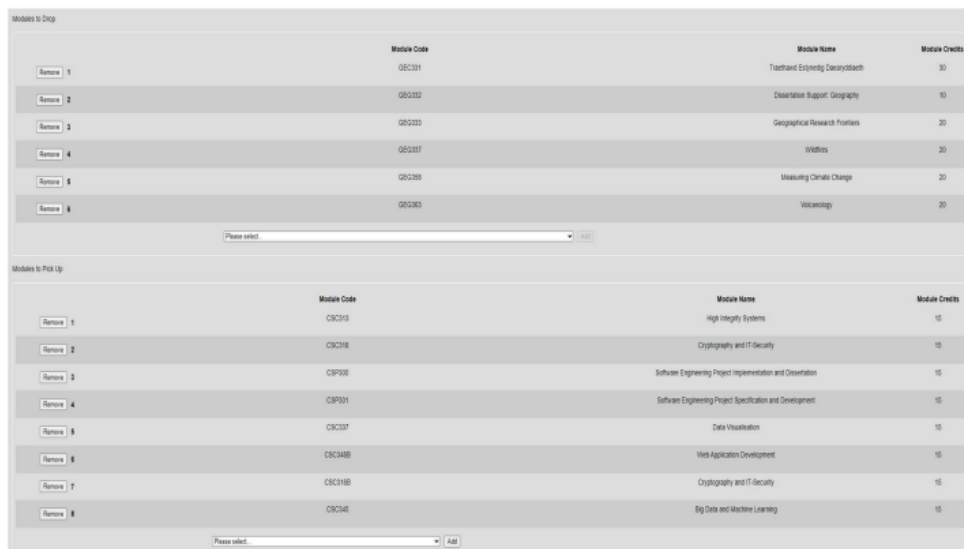
Modules to Drop

Module Code  
Please select... Add

Modules to Pick Up

Module Code  
First select department, degree and programme... Add

Here is an example of what this section would look like when populated:



Modules to Drop			
	Module Code	Module Name	Module Credits
Remove 1	QSC331	Taithard Enfyddig Darynolfaeth	30
Remove 2	QSC332	Dissertation Support: Geography	10
Remove 3	QSC333	Geographical Research Frontiers	30
Remove 4	QSC337	Wildlife	30
Remove 5	QSC338	Measuring Climate Change	30
Remove 6	QSC383	Volcanology	30

Please select... Add

Modules to Pick Up			
	Module Code	Module Name	Module Credits
Remove 1	CSC313	High Integrity Systems	15
Remove 2	CSC318	Cryptography and IT Security	15
Remove 3	CSP338	Software Engineering Project Implementation and Dissertation	15
Remove 4	CSP331	Software Engineering Project Specification and Development	15
Remove 5	CSC337	Data Visualisation	15
Remove 6	CSC348B	Web Application Development	15
Remove 7	CSC318B	Cryptography and IT Security	15
Remove 8	CSC348	Big Data and Machine Learning	15

Please select... Add

## Step 8: Save and Submit

You are now able to submit your application by pressing 'SUBMIT'.

If you wish to come back to the application you can choose to press 'SAVE'.

**Please Note:** Your application will only be submitted for review if you press 'SUBMIT'.

## What Happens Next:

- **Stage 1:** You will receive a confirmation email advising you that your transfer request is being reviewed by the Student Experience and Information Team within the Faculty of Science and Engineering.
- **Stage 2:** When this review has taken place you will receive a further email advising you that it has been sent to the University for approval.
- **Stage 3:** When your transfer has been actioned by the University you will receive a final confirmation email advising you that your Student Record has been amended to reflect the change in Programme.

We hope you find this guide helpful. If you have any questions or feedback, please email the Student Experience and Information Team via [StudentSupport-ScienceEngineering@swansea.ac.uk](mailto:StudentSupport-ScienceEngineering@swansea.ac.uk)

# Y Gyfadrn Gwyddoniaeth a Pheirianeg

## Arweiniad i fyfyrwyr ynghylch sut i gwblhau cais i drosglwyddo i gwrs arall



Gallwch chi ddefnyddio'r arweiniad hwn i weld y camau y mae angen i chi eu cymryd wrth gyflwyno cais i drosglwyddo i gwrs arall.

Cysylltwch â'r [Tîm Profiad a Gwybodaeth Myfyrwyr](#) os oes gennych chi gwestiynau neu os oes angen cymorth arnoch chi gyda'ch cais.

**Cam 1:** Mewngofnodwch i <https://fse-intranet.swan.ac.uk/>

**Cam 2:** Cliciwch ar **Myfyrwyr yn Trosglwyddo**

### Dysgu

- Extenuating Circumstances
- Gwybodaeth am Gymorth Cynhwysol i Fyfyrwyr
- Rhestr o Fodiwlau
- Module Reviews
- Module Changes
- Drop-in Hours
- Teaching Assistants/Demonstrators Admin
- Timetable Administration
- Diffiniadau Prosiect Blwyddyn 3
- Dewisiadau Prosiect Blwyddyn 3
- Final Year Project Marking
- Achrediadau
- MSc Diffiniadau Traethawd Hir
- Myfyrwyr yn Trosglwyddo**

**Cam 3:** Darllenwch yr arweiniad

Gallwch chi ddod o hyd i ddolen i'r arweiniad llawn yn yr adran gyntaf, 'Trosglwyddo i Gwrs Arall'. Darllenwch hwn yn llawn cyn dechrau ar eich cais. Gallwch chi hefyd gael mynediad at yr arweiniad hwn ar ein tudalennau gwe [yma](#).

#### CAIS I FYFYRIWR DROGLWYDDO

Ffurflen Gais i Drosglwyddo Myfyrwyr Israddedig ac Ôl-raddedig y Gyfadran Gwyddoniaeth a Pheirianneg

Cwblhewch bob adran o'r furflen.

Darllenwch yr arweiniad cyn dechrau'r broses drosglwyddo. Dolen i arweiniad ynghylc [Trosoglwyddo i Gwrs Arall - Prifysgol Aberlawe](#)

### Cam 4: Cadarnhewch fanylion eich cwrs presennol

Bydd cofnod yn ymddangos fel y gallwch chi lenwi manylion eich cwrs presennol.

Nodwch eich 'Dyddiad Presenoldeb Diwethaf'. Caiff y 'Dyddiad Gorffen Disgwyliedig' ei lenwi'n awtomatig.

#### GWYBODAETH I FYFYRWYR

Enw llawn y myfyriwr

Rhif Myfyriwr

#### MANYLION Y RHAGLEN GYFREDOL

Cwblhewch yr holl wybodaeth am eich rhaglen **presennol**.

Amser llawn/Rhan-amser	Full-time
Lefel/Blwyddyn Astudio	M FHEQ 7 Taught Masters / PGDip / PGCert
Adran	Aerospace Engineering
Gradd	MSc
Llwybr	PTMEG09 Aerospace Engineering
Rhaglen	MSFE1XX Aerospace Engineering
Dyddiad Gorffen Disgwyliedig	30/09/2024
Dyddiad Presenoldeb Diwethaf	16/11/2023

### Cam 5: Nodwch fanylion eich rhaglen newydd

Dewiswch o'r gwymplen drwy glicio ar y saeth ar gyfer y meysydd canlynol:

- **Adran:** dyma adran y rhaglen newydd rydych chi am drosglwyddo iddi.
- **Modd Presenoldeb:** er enghraifft, amser llawn neu ran-amser.
- **Gradd:** er enghraifft, BSc, BEng, MEng.

- **Rhaglen:** byddwch chi'n gallu dewis teitl y rhaglen.
- **Blwyddyn Astudio:** dewiswch eich blwyddyn astudio ar y rhaglen newydd (e.e. Blwyddyn 1, 2, 3).
- **Dyddiad Cychwyn ar y Rhaglen Newydd:** gan y bydd eich astudiaethau'n barhaus, bydd hyn fel arfer yn dechrau o ddyddiad gorffen eich rhaglen flaenorol.
- **Dyddiad Gorffen Disgwyliedig Newydd:** dyma'r flwyddyn pan fyddwch chi'n graddio. Fel arfer, bydd cyrsiau israddedig yn gorffen ym mis Mehefin. Bydd cyrsiau ôl-raddedig a addysgir sy'n dechrau ym mis Medi yn gorffen ar 30 Medi a bydd y rhai sy'n dechrau ym mis Ionawr yn gorffen ar 26 Ionawr.

**MANYLION Y RHAGLEN NEWYDD**

Cwblhewch yr holl wybodaeth am eich rhaglen **newydd**.

Adran	Dewiswch...
Modd Presenoldeb	Dewiswch...
Gradd	Adran ddewis yn gyntaf
Rhaglen	Yn gyntaf dewiswch adran a gradd
Blwyddyn Astudio	Yn gyntaf dewiswch adran, gradd a rhaglen.
Dyddiad Cychwyn ar y Rhaglen newydd	dd/mm/yyyy
Dyddiad Gorffen Disgwyliedig Newydd	dd/mm/yyyy

## Cam 6: Rheswm dros y Cais i Drosglwyddo

Nodwch eich rheswm dros drosglwyddo. Bydd brawddeg fer yn ddigon, er enghraifft, 'Hoffwn i gwblhau Blwyddyn mewn Diwydiant'.

**RHESWM DROS Y CAIS I DROSGLWYDDO**

Rheswm dros y Cais i Drosglwyddo

Nodwch y rheswm dros y cais trosglwyddo yma

Atodiadau: (Dim) [Uwchlwytho Atodiad](#)

Bydd yn rhaid i chi hefyd lanlwytho dogfennau:

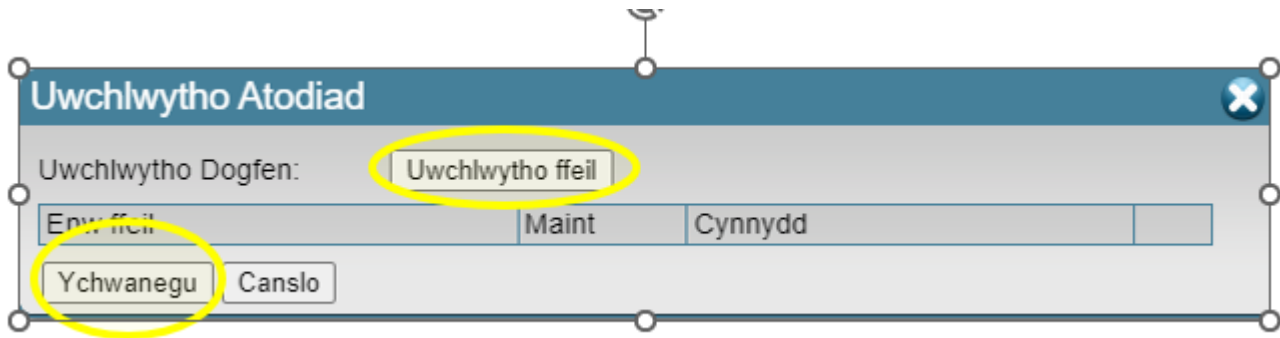
- Os byddwch chi yn trosglwyddo i adran arall. Bydd angen i chi lanlwytho e-bost sy'n cadarnhau cymeradwyaeth academiaidd gan y Tiwtor Derbyn Myfyrwyr yn eich adran newydd.
- Os ydych chi ar fisa Llwybr Myfyrwyr. Lanlwythwch Holiadur Astudiaethau Blaenorol wedi'i gwblhau.

Cliciwch ar 'Uwchlwytho Atodiad' a dewiswch y ffeil o'ch cyfrifiadur/dyfais.





I lanlwytho atodiad, gallwch chi glicio ar 'Uwchlwytho ffeil', dod o hyd i'r ffeil ar eich cyfrifiadur/dyfais a chlicio ar 'Ychwanegu'.

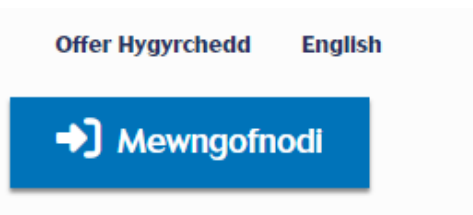


**Nodyn Pwysig:** Os ydych chi'n trosglwyddo i adran arall ac nad ydych chi wedi lanlwytho'r gymeradwyaeth academiaidd gan y Tiwtor Derbyn Myfyrrwyr, ni fyddwch chi'n gallu cyflwyno eich cais.

## Cam 7: Modiwlau i'w diwygio

Nodwch y modiwlau y byddech chi'n eu hastudio ar y rhaglen newydd a modiwlau eich rhaglen bresennol na fyddwch chi'n eu hastudio mwyach.

A wnewch chi gwblhau hyn ochr yn ochr â'r modiwlau a ddewiswyd gennych chi eisoes yn eich [Proffil MyUni](#). Ar ôl mewngofnodi, cliciwch ar 'Proffil' a 'Cyrsgiau'.



Mae'r rhestr o fodiwlau'r rhaglen newydd yn deillio o gatalogau cyrsiau'r Brifysgol, sydd ar gael drwy'r dolenni isod:

- [Catalog Cyrsiau Israddedig](#)
- [Catalog Cyrsiau Ôl-raddedig a Addysgir](#)

A wnewch chi glicio ar eich cwrs newydd, sgrolio i lawr i 'Modiwlau' ac agor y flwyddyn berthnasol.

Dewiswch o'r gwymplen pa fodiwl(au) rydych chi am eu gollwng a pha fodiwl(au) rydych chi am ddechrau arnyn nhw.

## MODIWLAU I'W DIWYGIO

Rhestrwch yr holl fodiwlau i'w diwygio:

Nodwch gôd y modiwl isod, dewiswch **Ychwanegu** er mwyn ychwanegu modiwl arall.

Modiwlau i'w Gollwng

Côd y Modiwl	Enw'r Modiwl	Credydau Modiwl
<input type="text" value="Dewiswch..."/>		<input type="button" value="Ychwanegu"/>

Dyma enghraifft o sut olwg fyddai ar y rhan hon pan gaiff ei llenwi:

## MODIWLAU I'W DIWYGIO

Rhestrwch yr holl fodiwlau i'w diwygio:

Nodwch gôd y modiwl isod, dewiswch **Ychwanegu** er mwyn ychwanegu modiwl arall.

Modiwlau i'w Gollwng

	Côd y Modiwl	Enw'r Modiwl	Credydau Modiwl
<input type="button" value="Tynnu"/> 1	EG-231	Heat Transfer	10
<input type="button" value="Tynnu"/> 2	EG-255	Circuit Analysis	10
<input type="button" value="Tynnu"/> 3	EG-260	Dynamics 1 (Mech & Aero)	10

## Cam 8: Cadw a Chyflwyno

Gallwch chi bellach gyflwyno eich cais drwy glicio ar 'CYFLWYNO'.

Os byddwch chi am ddychwelyd i'r cais, gallwch chi glicio ar 'CADW'.

**Sylwer:** Ni fydd eich cais yn cael ei adolygu os na fyddwch chi'n clicio ar 'CYFLWYNO'.

## Beth sy'n digwydd nesaf:

- Cam 1:** Byddwch chi'n derbyn e-bost cadarnhau i roi gwybod i chi fod eich cais i drosglwyddo i gwrs arall yn cael ei adolygu gan y Tîm Profiad a Gwybodaeth Myfyrwyr yn y Gyfadran Gwyddoniaeth a Pheirianeg.
- Cam 2:** Ar ôl i'r adolygiad hwn gael ei gynnal, byddwch chi'n derbyn e-bost arall i roi gwybod i chi ei fod wedi cael ei anfon i'r Brifysgol at ddibenion cymeradwyo.

- **Cam 3:** Pan fydd eich trosglwyddiad wedi cael ei gadarnhau gan y Brifysgol, byddwch chi'n derbyn e-bost cadarnhau terfynol i roi gwybod i chi fod eich Cofnod Myfyriwr wedi cael ei ddiwygio i adlewyrchu'r newid yn eich rhaglen.

Rydyn ni'n gobeithio y bydd yr arweiniad hwn yn ddefnyddiol i chi. Os oes gennych gwestiynau neu adborth, mae croeso i chi e-bostio'r Tîm Gwybodaeth a Phrofiad Myfyrwyr yn [StudentSupport-ScienceEngineering@abertawe.ac.uk](mailto:StudentSupport-ScienceEngineering@abertawe.ac.uk)