



Student transfer of course policy

Introduction

This document sets out the policy and procedure to follow if you wish to request a transfer to a different course of study.

The University College will always try to support you to enrol on a course which best suits your needs, aspirations and circumstances. However transfer cannot be guaranteed, and there may be academic or resource constraints which mean this is not possible. This may particularly be the case should you wish to transfer to another institution.

Should you require this policy or the associated form in a different format please contact Registry.

1. Transfers to a different course within AECC University College

- 1.1 A transfer of course will be considered but cannot be guaranteed. Transfers will not normally be completed after December 1st in any academic year, and if you request a transfer after this date you will be required to start the new course at the beginning of the following academic year. The only exception is for students seeking a transfer within a course group/cluster. In this instance it may be possible to transfer mid-year if there is sufficient compatibility of units.
- 1.2 In considering a transfer you should be aware that normally you will carry forward the marks you have obtained from units you have previously completed – this includes any penalty/capping applied to units on your original course
- 1.3 If your transfer request is successful you will be eligible only for the award you transfer to, subject to successful completion of that course – you will not also be eligible for any interim exit awards associated with your original course.
- 1.4 You should consult Student Finance to check whether transferring your course would have implications for any funding you may receive. If you are studying on a Tier 4 visa you must discuss your plans with the Admissions Manager before starting the procedure below, as there may be implications for your visa status (see paragraph 4.1).
- 1.5 You will not be permitted to transfer to another AECC University College course if you have been required to withdraw from a course for disciplinary reasons.
- 1.6 You should not assume a transfer will be approved and, until official approval is obtained, you should continue to follow the requirements for your current course.

2. Procedure for application and decision-making

2.1 Stage 1

You should complete section 1 of the transfer of course request form, available from the VLE, and submit this to your current Programme Leader.

Should you need advice or support in completing the form please contact relevant Programmes Office.

2.2 Stage 2

The Programme Leader will complete section 2 of the form and submit this to Registry. Registry will inform the Programme Leader for the course to which you wish to transfer and provide them with a copy of the transfer request form, your original application (e.g. UCAS application) and your assessment profile to date.

2.3 Stage 3

The Programme leader will assess whether the intended learning outcomes (ILOs) of the unit(s) and/or level(s) you have undertaken on your current course are broadly similar to those for the course to which

you wish to transfer. The transfer decision will be based on the academic judgement of the Programme Leader for the new course, taking into account:

- the comparability of intended learning outcomes,
- whether you have met the standard entry requirements for the course,
- your aptitude for the course
- your engagement and attainment on your original course.

Resource constraints, such as the number of students enrolled on the course may also be taken into account in reaching the final decision.

The Programme Leader may invite you to an interview as part of this process.

All learning/credits at one level must be completed before you can progress to the next. If the ILOs on your original course do not match across to the receiving course in their entirety, you may be given the opportunity to study at the same level, the required units to make up the required credits for that level. A practical example of this might be that half of your units in level 4 are transferable. In the next academic year, you can study the remaining half of the required units for level 4 on the receiving course in order to complete the entire level before proceeding to level 5.

The receiving Programme Leader will complete section 3 of the course transfer request form and return this to Registry.

2.4 **Stage 4**

Registry will inform you of the decision and any conditions which may apply.

Registry will enter the decision onto the Student Record System and advise the relevant Programmes Office, your personal tutor (where applicable), IT and the E-Learning Developer accordingly.

If your transfer request is not approved you will be offered an opportunity to meet with receiving Programme Leader to discuss your options.

3. **Transferring to a new course outside the AECC University College**

3.1 If you are considering a transfer to a new course outside AECC University College, you are encouraged to discuss your plans with relevant Head of Programmes Administration in the first instance - it may be that there are options available to you which would enable you to complete your course here if you wish to do so - for example, taking a study break.

3.2 You should make contact at an early stage with the relevant staff at the institution to which you wish to transfer, to discuss possibilities. In most case contact information will be available from that institution's website.

3.3 You should collect together relevant information such as the course and unit specifications and your academic transcripts to share with that institution when requested.

3.4 If transferring to a new undergraduate course you will need to reapply through UCAS by the relevant deadline.

3.5 Whilst we will assist you in identifying, and providing, relevant information as part of your application, it is your responsibility to make the necessary enquiries and provide the 'receiving' institution with any information they request.

4. **Students studying on a Tier 4 visa**

4.1 If you currently hold a Tier 4 visa, and have not successfully completed the course for which your current visa was granted transferring to a new course may have an impact on the length or conditions of your visa. If you transfer to a programme that has an earlier or later end date, the University College is required to inform the UKVI and this may affect your immigration rights. If this applies to you, or you think that it might apply to you, you should seek advice from the Admissions Manager before entering into further discussions or competing a transfer of course request form.

5. Transfers as a result of new course approval or periodic review of courses

- 5.1 In some instances whole cohorts of students may be given the opportunity to transfer to a newer version of the AECC University College course on which they are currently enrolled, or to a new but related course. Where this applies the arrangements for transfer will be discussed and agreed as part of the course approval/review process and there will be separate communications with affected students. This process is governed by the institution's Course Approval and Periodic Review Policy.

6. Transfers as a result of course closure

- 6.1 This process is governed by the institutions Programme Closure Policy and Procedure. For whatever reason we have to close your course, be it the result of a review, closing the University College, losing degree awarding powers or PSRB accreditation, we will assist you to transfer to another suitable course within the University College or to find an alternative elsewhere.

7. Responsibilities

- 7.1 The Academic Registrar is responsible for the operation of this policy and procedure.
- 7.2 References in this policy to any University College role or office holder include his or her appointed nominee.
- 7.3 The relevant Programme Leader for the 'receiving course' is responsible for taking decisions on accepting transfer students.
- 7.4 The Admissions Manager is responsible for discussing options with Tier 4 visa holders.
- 7.5 Registry is responsible for informing applicants and relevant parties about decisions on transfers and for ensuring the student's record is updated.
- 7.6 Academic Board approves new policies or amendments to existing policies relating to course transfers, via Academic Audit and Policy Committee.

8. Associated forms and documentation

- Course transfer request form
- Programme Approval and Review Policy
- Programme Closure Policy and Procedures
- Recruitment, Selection and Admission Policy and Procedure
- Student Protection Plan

Version:	1.0
Approved by:	Academic Board
Originator/Author	Quality and Enhancement Manager
Owner	Academic Registrar
Reference source	Examples from other institutions used as source material (in particular Bournemouth University, LSE, Newcastle University, Rose Bruford College, and University College London)
Date approved	25 June 2018
Effective from	1 September 2018
Review date	Spring 2021
Target	All students, Programme Leaders, Programmes Offices, Registry
Policy location	VLE, SIP, policies for students webpage
Equality Impact	tbc