

# STUDENT TRANSFER POLICY

---

Version Number: 1.1

Effective Date: 23-September-19

| Document Title: <b>Student Transfer Policy</b> |   |                   |   |
|--|---|-------------------|---|
| Version No.                                    | 1.1   | Policy Owner      | Director (Student Recruitment & Marketing) and Academic Registrar   |
| Superseded version                             | 1.0 – updated following Chair’s action (Feb 20). V1.0 replaces the Internal Transfer Policy | Author Role Title | School Registrar (SSED) & Quality Manager, Academic Registry (SERA) |
| Approval Date                                  | 10.09.19 to be updated following Chair’s Action   | Approved by       | Academic Board  |
| Effective Date                                 | 23.09.19  | Review Date       | Annually  |

**Contents**

|   |   |
|---|---|
| 1. Introduction .....   | 3 |
| 2. Purpose of the Policy .....  | 3 |
| 3. Scope.....   | 3 |
| 4. Policy Statement.....  | 3 |
| 4.1 Transfer to another provider from the University .....                                | 3 |
| 4.2 Transfer to the University from another provider .....                                | 4 |
| 4.3 Transfer between courses or mode of study at the University .....                     | 4 |
| 4.4 Transfer as a result of the initiation of the University's Student Protection<br>Plan | 4 |
| 5. Refund and Compensation .....  | 5 |
| 6. Advice and Support.....  | 5 |
| 7. Contacts.....  | 5 |
| 8. Related Documents .....  | 5 |
| Appendix A - Internal Transfer Process for Taught Awards.....                             | 6 |

## **1. Introduction**

All providers of Higher Education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

## **2. Purpose of the Policy**

The purpose of this Policy is to set out the necessary institutional arrangements that enable a student (taught or research) to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

The Policy informs the University's staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the University including, Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, Research, Student Protection Plan and UKVI Tier 4 Compliance.

It is the University's aim to ensure that students are able to continue on their current courses wherever possible, where this is not possible the University will facilitate an appropriate transfer.

Student transfer for the purpose of this Policy is defined as:

- a) Transfer to another provider from the University initiated by a student.
- b) Transfer to the University from another provider initiated by a student.
- c) Transfer between courses or modes of study at the University initiated by a student.
- d) Transfer as a result of the initiation of the University's Student Protection Plan.

## **3. Scope**

The Policy applies to all University staff and students, including a student wishing to transfer to the University.

## **4. Policy Statement**

### **4.1 Transfer to another provider from the University**

Should the transfer to another provider be initiated by a student the University will:

- a) Confirm any completed credit, level attained or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. Eligibility for an intermediate award would be determined in accordance with the relevant Assessment Regulations.
- b) Use the liability periods, published in Section 1.6 of the Fees & Charges Regulations, to calculate any payments due or to be refunded should a student withdraw from the University to transfer to another provider.

- c) Transfer a research student in accordance with the University's Research Regulations. The process will be facilitated by the University's Research & Innovation Services Department.

#### **4.2 Transfer to the University from another provider**

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the University will consider:

- a) The admission of a student on to a similar course in a cognate area or an alternative award, taking into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the University's Admissions Policy for taught awards and, where appropriate, the Recognition of Prior Learning Policy.
- b) The admission of a research student in accordance with the University's Research Regulations. The process will be overseen by the Postgraduate Research Assessment Board.

#### **4.3 Transfer between courses or mode of study at the University**

As a consequence of a student initiating a transfer between courses the University will consider:

- a) The transfer of a student on to a similar course in a cognate area or an alternative award, taking completed credits, grades, and level of study from the current course into account. Previous study will be considered, as appropriate. This will be facilitated through the internal transfer process detailed in Appendix A and, where appropriate, the Recognition of Prior Learning Policy.
- b) The admission of a research student in accordance with the University's Research Regulations. The process will be facilitated by the University's Research & Innovation Services.

As a consequence of a student requesting to transfer between modes of study on the original enrolment award the University will consider:

- a) The transfer of a student to a different mode of study will be facilitated through the University's internal transfer process detailed in Appendix A.
- b) The transfer of a research student in accordance with the University's Research Regulations. The process will be facilitated by the University's Research & Innovation Services.

#### **4.4 Transfer as a result of the initiation of the University's Student Protection Plan**

The University is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for students studying directly with the University.

In the improbable event that the continuation of study cannot be sustained, the University will support the student in transferring to an alternative

provider and/or will, as appropriate, refund or compensate the student. In addition, the University's Assessment Regulations make provision for the awarding of credit or an intermediate award ensuring that a student would be able to carry the credit/award to an alternative provider.

## **5. Refund and Compensation**

The University's Fees and Charges Regulations contain details of the institution's position on refunds and compensation in the event that a student initiates a transfer or a course is discontinued by the University.

## **6. Advice and Support**

In the event of an individual student transfer, academic advice and support will be available via the Course Leader, Personal Tutor or Research Supervisor.

In the event that the University's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate School Dean or their nominee.

Personal or financial advice is available from the University's Student Advisers based in the Student & Library Services. For international students, personal and/or immigration advice linked to the course transfer process is available from the University's International Student Advisers based in Student & Library Services.

Independent advice is available from the Student Support Advisors within the Teesside University Students' Union.

## **7. Contacts**

Further information regarding the student transfer processes can be obtained as follows:

- a) For transfer from the University to another provider, please contact the current Teesside University Course Leader or Research Supervisor in the first instance.
- b) For transfer to the University from another provider, please contact [enquiries@tees.ac.uk](mailto:enquiries@tees.ac.uk) for taught provision and [PRABSecretary@tees.ac.uk](mailto:PRABSecretary@tees.ac.uk) for research degrees.
- c) For transfer between courses or mode of study at the University, please contact the current Teesside University Course Leader or Research Supervisor in the first instance.

## **8. Related Documents**

Further information about relevant University regulations and policies is provided below:

[Admissions Policy](#)

[Assessment Regulations](#)

[Fees and Charges Regulations](#)

[Recognition of Prior Learning Policy](#)

[Research Regulations](#)

[Student Protection Plan](#)

[UKVI Tier 4 Compliance Policy](#)

## Appendix A - Internal Transfer Process for Taught Awards

|                                  |  |
|----------------------------------|--|
| <b>General</b>                   | <ol style="list-style-type: none"> <li>1. A student has the right to request an internal transfer, and all transfer requests will be considered according to the principles set out in this Policy. A student does not have an automatic right to transfer from one course or mode to another.</li> <li>2. Internal transfers are a subset of admissions. Students are effectively applying for a place on a new course, they must meet the admissions criteria of the course for which they are applying (including e.g. DBS checks), and be formally accepted onto the new course.</li> </ol>  |
| <b>Finance</b>                   | <ol style="list-style-type: none"> <li>3. A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from Student &amp; Library Services Student Advisors, in order to make an informed choice, and this must be confirmed on the transfer form.</li> </ol>   |
| <b>Tier 4 Sponsored Students</b> | <ol style="list-style-type: none"> <li>4. Only some Tier 4 sponsored students are permitted by UKVI to change from the course they are currently studying and for which their CAS was assigned to an alternative course without first completing their current course. All transfer requests for Tier 4 sponsored students must be forwarded to LGS Compliance (UKVI) (<a href="mailto:LGSComplianceUKVI@tees.ac.uk">LGSComplianceUKVI@tees.ac.uk</a>) for written approval prior to processing by the Academic School as the University reserves the right to refuse the request where it does not meet the requirements of the Tier 4 Sponsor Guidance. The ability to change course is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave. This is set out at paragraph 9 of the University's UKVI Tier 4 Compliance Policy.</li> </ol>   |
| <b>Process</b>                   | <ol style="list-style-type: none"> <li>5. It is a student's responsibility to approach nominated staff on the course from which they are exiting, usually the Course Leader, for approval of the transfer and sign-off of their form.</li> <li>6. Students seeking to transfer should provide all relevant information required by the new course in order to evidence that they meet the admissions criteria.</li> <li>7. Approval for the transfer must be sought from the School the student wishes to join. Decisions will be made in line with the University's Admissions Policy, Recognition of Prior Learning Policy and other relevant policies (e.g. Applicants with Disabilities Policy). Schools may also consider financial considerations for the University.</li> <li>8. The School the student wishes to transfer to has the right to decline the request.</li> <li>9. If an internal transfer to a related award<sup>1</sup> is approved, the credits and grades from the original course may be recorded on the</li> </ol> |

<sup>1</sup> For example, from an Integrated Masters to the related Undergraduate award, Advanced Practice Masters to the related Masters award.

|  |   |
|--|---|
|  | <p>student's new course record where the School is satisfied that the learning outcomes from the successfully completed modules meet the requirements for the new award . Where this applies, the previously achieved credits and grades will be used to calculate the final award outcome, in line with the relevant Assessment Regulations.</p> <p>10. A change in mode of study (sometimes referred to as a transfer), e.g. from full to part-time on the same award will allow the credits and grades to be retained on the revised mode of study, as the final award has not changed.</p>  |
| <p><b>Guidance for Decision Making</b></p> | <p>11. An <b>in-year transfer</b> must be completed and approved within two weeks of the start date of the course unless the modules for the current course satisfy those for the new course, and no change in module selection is required. Unless the transfer is in the first year of an award, the School should be satisfied that the learning outcomes from the original course meet the requirements for the new course, as per the University's Recognition of Prior Learning Policy.</p> <p>12. An <b>end of the academic year</b> transfer may be considered, provided that:</p> <ol style="list-style-type: none"> <li>i. The student continues to attend their original course, attempts any associated assessments and is in a position to progress from the original course under the relevant University's Assessment Regulations.</li> <li>ii. The School is satisfied that the learning outcomes from the original course meet the requirements of the new course, as per the University's Recognition of Prior Learning Policy.</li> </ol> <p>13. Students who have exhausted all opportunities to retrieve failure and whose study has been discontinued by an Assessment Board, may be considered for transfer onto an alternative award subject to the standard processes. Attention should be paid to a student's record of engagement/attendance, in the absence of any extenuating circumstances, when reaching a decision.</p> <p>14. Where a course transfer takes place that requires a student to repeat a Level, the following should be noted:</p> <ol style="list-style-type: none"> <li>i. Any modules successfully completed on the original award must not be repeated on the new award, in line with the relevant Assessment Regulations. In circumstances where a successfully completed module forms part of the new award, the School should either identify an alternative module(s) or the credit(s) and grades should be transferred to the new course via the University's Recognition of Prior Learning Policy.</li> </ol> |

|  |   |
|--|---|
|  | <p>ii. If the transfer occurs mid-year the student may choose to complete the year or interrupt their studies for the remainder of the academic year.</p> |
|--|---|