



## **Student Transfer Policy & Procedure**

**Core Documentation Cover Page**

# Internal Course Transfer Policy & Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Jan 2020 Academic Council	To provide information and a process for students transferring between courses and institutions in line with Office for Students Conditions of Registration.  This Policy replaces the Course Transfer Policy for internal course transfers.	Deputy Vice Chancellor (Education)	All master versions will be held in: J:\0 Quality Team - Core Documentation  Website	Jan 2023

## Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

X

Negative equality impact (i.e. increasing inequalities)

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

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## 1. Introduction

- 1.1 “Student Transfer” is the process whereby a student, already enrolled at the UCO or another institution, moves from one degree course to another (including from the UCO to another institution or vice versa and transferring between different UCO courses) or from one mode of study to another at the UCO, e.g. from full-time study to part-time study.
- 1.2 This policy applies to students external to the UCO, current<sup>1</sup> UCO students and UCO staff involved in the transfer process.
- 1.3 In-year transfers to or between UCO courses will not normally be permitted if more than 2 weeks of the academic year has transpired. Where a programme of study offers both full-time and part-time modes of study and leads to the same qualification, current UCO students may transfer between these modes of study but normally only within the first term of the first year.

## 2. Process for Students Transferring to the UCO from another Institution

- 2.1 The eligibility of a student from another institution to transfer to a UCO course is determined by the relevant course’s entry criteria, the timing of the request, and the [UCO’s Recognition of Prior Learning Policy](#).
- 2.2 Students from another institution wishing to transfer to a UCO undergraduate course should contact Admissions at [admissions@uco.ac.uk](mailto:admissions@uco.ac.uk) who will, following a preliminary check, advise the student if they should apply. Once the application is received, it will be referred to the relevant Course Leader for consideration.
- 2.3 Students from another institution wishing to transfer to a postgraduate course should contact Admissions at [admissions@uco.ac.uk](mailto:admissions@uco.ac.uk) who will assess their transfer request and, if appropriate, advise the student to apply to the relevant course via the UCO website. Once the application is received, it will be referred to the relevant Course Leader for consideration.
- 2.4 Following approval of a student’s request to transfer to a UCO course by the relevant Course Leader, the UCO’s Admissions Team will provide confirmation to the applicant.
- 2.5 Students transferring to the UCO whose admission is based on prior attainment will be required to provide the original certificate or transcript at registration in line with the [UCO’s Recognition of Prior Learning Policy](#).
- 2.6 In the event that the transfer into UCO is denied, the applicant will be informed by Admissions and should they wish to appeal the decision, are advised to consult the [UCO’s Admissions Policy and Procedure](#).

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<sup>1</sup> “Current” UCO students refers to students already enrolled at the UCO.

### 3. Process for Current UCO Students Transferring from the UCO to another Institution.

3.1 To begin the process of transferring out of a course, a current UCO student must use the [Suspension of Studies and Withdrawal Policy](#).

3.2 Once the withdrawal has been confirmed, confirmation of the student's achievement at the UCO will be provided as follows:

#### a) Students with an Interim Award

3.3 Where a student wishes to transfer from the UCO to another institution following completion of a level of study which provides for an award, for example a Certificate of Higher Education is awarded through successful achievement of 120 credits at FHEQ Level 4, a certificate and transcript confirming this will be provided. Certificates and transcripts will be made available following confirmation of the award by a Board of Examiners.

#### b) Students without an Interim Award but with Completed Units

3.4 Where a student wishes to transfer from the UCO to another institution following completion of one or more units (which has not resulted in an interim award), they should request a transcript from the Registry Team. This transcript will be provided in an electronic or hard copy and will be endorsed by the Registrar. The transcript will confirm and provide details about the units and assessments undertaken by the student whilst registered on their current course, and will include the level of study, the number of credits and the grades achieved.

### 4. Process for Current UCO Students Transferring between UCO Courses

4.1 A current UCO student wishing to transfer to another UCO course should notify and discuss this with their current Course Leader and complete Part 1 and 2 of the Student Transfer Form (Appendix 1).

4.2 The Course Leader will then review the student's transcript and map the Units and Learning Outcomes achieved by the student completing Part 3 of the Student Transfer Form against those of the course the student wishes to transfer to in liaison with the Course Leader of that course. The Course Leaders will agree and confirm whether the transfer is possible and determine a suitable entry point for the student.

4.3 A meeting between the two Course Leaders and the student will be arranged to discuss the outcome of the transfer request and to complete Part 4 of the Student Transfer Request Form as appropriate.

4.4 If the student's request is agreed, the student's current Course Leader will inform the Registrar of the outcome of the student's transfer request by providing them with the

completed Student Transfer Request Form which will be kept on record in the student's file.

- 4.5 The Registrar will be responsible for updating the student database as appropriate to reflect the outcome of the student transfer request and for informing the Finance Department about the student's transfer to another course.
- 4.6 The Finance Department will liaise with the student to arrange payment of fees for their new course as appropriate.

## 5. Process for Current UCO Students Transferring between Modes of Study

- 5.1 A current UCO student wishing to transfer between modes of study (e.g. part-time/full-time and full-time/part-time) of a UCO course should notify and discuss this with their Course Leader and complete Part 1 and 2 of the Student Transfer Form.
- 5.2 The Course Leader will then review the student's transcript and map the Units and Learning Outcomes achieved by the student completing Part 3 of the Student Transfer Form against those of the alternative mode of study. The Course Leader will identify whether the transfer is possible and determine a suitable entry point for the student.
- 5.3 A meeting between the Course Leader and the student will be arranged to discuss the outcome of the transfer request and to complete Part 4 of the Student Transfer Request Form as appropriate.
- 5.4 If the student's request is agreed, the Course Leader will inform the Registrar of the outcome of the student's transfer request by providing them with the completed Student Transfer Request Form which will be kept on record in the student's file.
- 5.5 The Registrar will be responsible for updating the student database as appropriate to reflect the outcome of the student transfer request and for informing the Finance Department about the student's transfer to another course.
- 5.6 The Finance Department will liaise with the student to arrange payment of fees for their new mode of study as appropriate.

## 6. Tier 4 (International) Students and Course Transfers

- 6.1 Tier 4 Students wishing to transfer to the UCO from another higher education institution or wishing to transfer from the UCO to another higher education institution will be subject to current UK immigration rules.
- 6.2 Tier 4 students wishing to transfer to another institution must first withdraw from the UCO using the [UCO's Suspension and Withdrawal Policy](#).
- 6.3 Tier 4 students who are transferring to another institution will have their sponsorship from their current institution withdrawn. Students are advised to contact their new institution for details on how to apply for a new Tier 4 Visa.

- 6.4 A current Tier 4 student at the UCO wishing to transfer to another UCO course should contact the Registrar for information about your responsibilities as a Tier 4 visa holder.
- 6.5 Further information is available from UK Visas and Immigrations at:  
<https://www.gov.uk/tier-4-general-visa>

## 7. Additional Advice and Guidance

- 7.1 For additional guidance regarding transfer process, external students should contact [admissions@uco.ac.uk](mailto:admissions@uco.ac.uk) and current UCO students should contact [registry@uco.ac.uk](mailto:registry@uco.ac.uk).

## Appendix 1: Student Transfer Request Form

<b>PART 1: DETAILS</b>	
To be completed by Current Course Leader/s in the presence of the Student.	
<b>Student Name:</b>	
<b>Current Course:</b>	
<b>Current Mode of Study:</b>	
<b>Current Year on Course:</b>	
<b>Course to be transferred to:</b>	
<b>Year of Course to be transferred to:</b>	
<b>Mode of Study to be transferred to:</b>	

<b>PART 2: ACADEMIC RECORD - UNITS COMPLETED</b>			
To be completed by Current Course Leader/s in the presence of the Student.			
List the units that the student has completed and achieved credit for.			
	<b>Unit Name</b>	<b>FHEQ Level</b>	<b>Number of Credits Achieved</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>Signature of Student:</b>		<b>Date:</b>	
<b>Signature of Current Course Leader:</b>		<b>Date:</b>	



**PART 3: LEARNING OUTCOME MAPPING & RECOMMENDED OUTCOME OF TRANSFER**

To be completed by Current Course Leader in liaison with Prospective Course Leader as appropriate

Please attach student's academic record and mapping of Learning Outcomes as appropriate.

Prospective Course			Mapping of where the Current Course maps to the Prospective Course		
Year of Study	Unit	Learning Outcome	Year of Study	Unit	Learning Outcome

**PART 4: OUTCOME OF THE TRANSFER REQUEST**

To be completed by Current Course Leader/s in the presence of the Student.

Record the outcome of the transfer request and the recommended Point of Entry as appropriate.

<b>Transfer Agreed (Y/N):</b> (If N summarise why)			
<b>Course &amp; Year Transferred to:</b>			
<b>Start Date of Transfer (DD/MM/YY):</b>			
<b>Identify any additional recommendations (e.g. that the student completes the academic year on their current course, receives suitable academic / welfare support, etc.):</b>			
<b>Signature of Current Course Leader:</b>		<b>Date:</b>	
<b>Signature of Prospective Course Leader:</b>			
<b>Signature of Student:</b>		<b>Date</b>	