

## Students' Transfer Policy

Yellow highlighted text identifies the most recent revisions to the regulations. If you require these revisions to be identified in an alternative format, please contact the Secretary to Academic Board.

### 1. Introduction and Background

- 1.1 As a registered provider of Higher Education, the University of Worcester is required to publish the arrangements it has in place to facilitate student transfers.
- 1.2 This policy applies to students on foundation year, undergraduate, postgraduate taught and **postgraduate research** courses.

In this context, the term 'transfer' refers to:

- a. current students at other Higher Education Institutions wishing to transfer to a programme of study at the University of Worcester (**Transfer in**);
- b. current students at the University of Worcester who wish to transfer to another programme at other Higher Education Institutions (**Transfer out**); and
- c. current students at the University of Worcester who wish to transfer to another programme at the University of Worcester (**internal Transfer**)
- d. Transfer as a result of the initiation of the University's Student Protection Plan.

### 2. Transfer In: Students Transferring from another Higher Education Institution to the University of Worcester

- 2.1 The eligibility of a student to transfer from another Higher Education Institution to a programme of study at the University of Worcester is determined by the entry criteria for the programme and the timing of the request to transfer.
- 2.2 Students from another Higher Education Institution who wish to transfer to a programme at the University of Worcester should contact the University's Admissions Office (admissions@worc.ac.uk) **or the Research School for research degree programmes (research@worc.ac.uk)** who will advise the student on the process for application (which may be via UCAS or direct application).
- 2.3 Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. Where the proposed transfer is based upon prior attainment, students will be advised on the University's processes for admission via [Recognition of Prior Learning](#). Students seeking to transfer based upon prior attainment will be required to produce a certificate and/or transcript to support their application and assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer to. Further information about admission via [Recognition of Prior Learning](#) can be found on the University's website.
- 2.4 In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Office. Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right to appeal against a decision

as to whether or not they should be offered a place at the University. If the applicant is not satisfied with the explanation, they may submit a complaint as described in the University [Admissions Policy](#).

### **3. Transfer Out: Students Transferring from the University of Worcester to another Higher Education Institution**

- 3.1 Students who are currently studying at the University of Worcester and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to in order to seek advice on transferring. Students are advised to contact their Personal Academic Tutor **or research degree supervisor** to discuss their transfer. Students will need to withdraw from their programme of study at the University of Worcester using the withdrawal notification available on SOLE in advance of their proposed date of withdrawal.
- 3.2 A transfer may affect funding or tuition fee liability. The calculation of any payments due or refunds will be made in line with the University's [Tuition Fee Policy](#).
- 3.3 Once a withdrawal has been confirmed, the University will agree any outstanding attainment via the next available Board of Examiners' meeting. Where a student achieves, or has already achieved, an interim award, the student will be issued with a certificate and transcript confirming the award. Where a student has completed and passed modules, but does not have sufficient credit for an interim award, the student will be issued with a transcript confirming their completed credit. Where a student requires confirmation of their credit and / or award in advance of the issuing of an official University certificate or transcript to facilitate their transfer to another institution, a letter confirming attainment may be obtained from Firstpoint.

### **4. Internal Transfer: Students Seeking to Transfer within the University of Worcester**

- 4.1 The eligibility of a student to transfer from one programme to another at the University of Worcester is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer. A student does not have an automatic right to transfer from one programme or mode of study to another.
- 4.2 New students to the University who have had their place confirmed and are about to commence their studies should contact the Admissions Office **or Research School** to discuss changing an application.
- 4.3 Students seeking to transfer within the University of Worcester should contact their Personal Academic Tutor **or Research Degree Supervisor** in the first instance to discuss their request. If, following discussion with their Personal Academic Tutor **or Research Degree Supervisor**, a student still wishes to transfer, they should then contact the Course Leader for the programme they wish to transfer to. Students may formally request to transfer by completing the transfer request form available on SOLE. Transfer between programmes requires the agreement of both the Course Leader from the student's original programme of study and the Course Leader of the proposed new programme of study.
- 4.4 An 'in-year' transfer must be completed and approved within two weeks of the start date of the programme of study unless the modules for the current programme of study satisfy those for the new programme, and no change in module selection is required. Unless the transfer is in the first year of an award, the Course Leader of the proposed new programme of study should be satisfied that the learning outcomes from the programme meet the

requirements for the new programme, as per the University's [Recognition of Prior Learning Policy](#).

- 4.5 An 'end of the academic year' transfer may be considered, provided that:
- a. The student continues to attend their original programme, attempts any associated assessments and is in a position to progress from the original programme under the relevant University's Regulations.
  - b. The Course Leader of the proposed new programme of study is satisfied that the learning outcomes from the original programme meet the requirements of the new programme as per the University's [Recognition of Prior Learning Policy](#).
- 4.6 International students who are sponsored by the University via a Tier 4 visa may be prevented under UKVI rules from transferring to a new programme of study without first completing their current programme. International students must contact the International Office in the first instance to discuss their request. The University reserves the right to refuse the request where it does not meet the requirements of the Tier 4 Sponsor Guidance.
- 4.7 In the event that an application for transfer is unsuccessful, the student will be advised of the reasons for this by the Course Leader of the proposed new programme of study. If the student is not satisfied with the explanation, they may submit a complaint under the [Student Complaints Procedure](#).

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

- 5.1 The University's [Student Protection Plan](#) identifies a range of potential 'theoretical' risks to the continuation of study of University of Worcester students, and for each of those risks, aims to provide assurance to current and future students that the University has in place appropriate arrangements to protect the quality and continuation of study.
- 5.2 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 another Higher Education Institution and/or will, as appropriate, refund or compensate the student as described in the [Refund and Compensation Policy](#). In addition, the University's Regulations make provision for the awarding of credit and/or an interim award to enable a student to have the credit/award recognised by Higher Education Institution.

Version reference: 1.1

Date document comes into effect: 1 September 2020

Author of the document: Kevin Pickess

Date document is due for review: 1 September 2024

Date document checked for Accessibility: 3 July 2020

## Academic Regulations and Procedures: Students' Transfer Policy

### Revision History

<b>Committee</b>	<b>Date</b>	<b>Change</b>
Academic Board v1.1	1 July 2020	Minor changes [AB-57]
Academic Board v1.0	29 January 2020	New Policy Approved