

UCFB*

Student Transfer Policy

Owner:	Director of Student and Academic Services
Author:	Director of Student and Academic Services
Version Number:	2.0
Approved By:	Academic Board
Approval Date:	19 th September 2024
Date of Commencement:	19 th September 2024
Date of Last Review:	August 2024
Date for Next Review:	August 2025

1. Purpose

- 1.1 The purpose of this policy is to confirm the process and requirements for:
- 1.1.1 Students to transfer from another institution and complete their studies at UCFB;
 - 1.1.2 Current UCFB students who wish to transfer to another institution.
 - 1.1.3 Current UCFB students who wish to change their course of study at UCFB. This includes moving to the same course offered at a different UCFB campus.
- 1.2 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. Scope

- 2.1 This policy applies to students interested in transferring into UCFB from another institution to study at undergraduate or postgraduate level, and to all current students studying with UCFB for an award of the University of East London (UEL) whether studying at a UCFB campus or by distance learning.
- 2.2 Student transfer for the purpose of this Policy is defined as:
- a) Transfer to another provider from UCFB , initiated by a student.
 - b) Transfer to UCFB from another provider, initiated by a student.
 - c) Transfer between courses, modes of study and/or campuses at UCFB , initiated by a student.

Relationship with Student Protection Plan

- 2.3 Students who are transferring out of UCFB as a result of the extreme and/or unusual circumstances listed in the Student Protection Plan, may be entitled to a refund for tuition fees. They may also be eligible for compensatory payments to help with additional costs, such as those associated with moving to a new provider. In such situations, special consideration will be given to those with relevant disabilities or specific learning difficulties.

3. Transferring to Study at UCFB

- 3.1 The Admissions Office and relevant Course Leader will work to advise and support any potential student wishing to transfer to UCFB from another institution.
- 3.2 All applications to study at UCFB are considered on their own merit and potential, as detailed in the UCFB Admissions Policy.
- 3.3 All applicants will be expected to demonstrate that they have met the entry requirements for their course, which are found on the [UCFB website](#).
- 3.4 All applications should be made via the appropriate application method and supported with relevant documentation.
- 3.5 Any application from a student at another institution wishing to enter UCFB with accumulated credit (at module level), or with advanced standing at Levels 5 or 6, should be supported by certificates and full transcripts of student achievement. Applications to

enter the institution at Level 6 will only usually be considered from students who are demonstrating performance at 2.1 standard or above. Applications will be considered by the relevant Course Leader, who will confirm if there is sufficient overlap in both the number/level of credits achieved and in the content and learning outcomes achieved. Where a Course Leader advises that a student can be accepted with credit transfer or advanced standing, the Admissions Office will make the necessary arrangements for entry at the correct Level of study.

- 3.6 Some courses may not accept applications with advanced standing due to course-specific regulations or professional body requirements. No applicant will be granted advanced standing of more than two-thirds of the total credit of the course to which they have applied.

4. UCFB Students Transferring to Study at Another Institution

- 4.1 UCFB aim to support students wishing to transfer to another institution. All assistance will be provided by UCFB to facilitate the onward transfer (including liaison with the receiving institution if required and assistance with the transfer of student loan support). Students are advised to discuss any plans to transfer with their Course Leader or with Student Support. Any request to withdraw will need to be made via the UCFB Learner Portal and processed by staff via ONTRACK.
- 4.2 Once withdrawal has been confirmed, UCFB will work with the relevant validating body to provide the necessary transcripts or certificate of credit awarded, including Exit Awards if applicable. The timeline for the provision of these documents will be in line with validating body timescales.
- 4.3 Students should be made aware of potential financial, academic and visa implications when withdrawing from their course at UCFB and attempting to transfer elsewhere. Students can contact Student Support for advice on these matters, including:
- Student Finance England loan arrangements (if applicable)
 - Tuition fee liability points and charges
 - Any academic impact on transfer/withdrawal
 - Any professional body and accreditation implications on transferring
 - Council tax exemption/other benefits students may be receiving
 - UKVI and student visa route rules and regulations
 - Student accommodation entitlement
 - Bursaries and/or scholarships

Please note: This is not an exhaustive list of checks for students/applicants and must only to be used as a guide.

Student Support contact details are as follows: StudentSupport@ucfb.ac.uk

5. Course Transfer Within UCFB

General information

- 5.1 UCFB aims to support students wishing to transfer courses within the institution. Students are advised to discuss any plans to transfer with their existing Course Leader in the first instance. Advice during the process will also be required from the student's potential new Course Leader.

- 5.2 Transfer to a new course may require additional credits to be undertaken. This is to ensure that a student meets the requirements for an award of the new course of study. Any course transfer will also be subject to a student meeting the requisite entry requirements of the new course, academic approval for the transfer (including consideration of learning outcomes achieved and credit achieved on modules previously taken) and availability of places on the new course. After transfer, the student will be governed by the regulations of the new course.
- 5.3 The student must contact their funding body to check their financial support for the new course. If the transfer increases the number of years it will take to complete their course, then the student may be without fee support for part of their period of study.
- 5.4 A non-UK student must contact the Admissions Office to check with regards to any visa conditions regarding their study.
- 5.5 Any request to transfer course will need to be made via the UCFB Learner Portal and processed by staff via the ONTRACK system.

Timing of transfer

- 5.6 Undergraduate students will normally only be permitted to transfer prior to the start of an academic stage or Level, or within the first two weeks of the commencement of teaching. It is usually expected that students complete any modules they are currently enrolled on before transferring, if a transfer is approved after the second week of teaching.
- 5.7 Postgraduate students may potentially have more flexibility in course transfer, for example a transfer from an on-campus course to a Distance or Distance with Attendance course, or from full-time to part-time study may occur at a different point in the student's academic progress. All cases will be evaluated individually.
- 5.8 Students who wish to transfer courses mid-year are usually advised to withdraw and re-apply for the next academic year. A successful application cannot be guaranteed.

Transfer to part-time mode of course delivery

- 5.9 Postgraduate students can apply to transfer to a part-time mode of delivery (where available) during their studies at UCFB. Transfer from part-time to full-time mode will not normally be possible due to constraints of course delivery.
- 5.10 A change in mode of study from full-time 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.

6. Advice on Application of Student Transfer Policy

- 6.1 Academic Quality can advise on the general application of this policy, contact: quality@ucfb.com.
- 6.2 Students are advised to contact their Course Leader or Student Support for any further help and/or advice with regards to their individual circumstances.

7. Related Documents:

- 7.1 [UCFB Policies:](#)
- UCFB Admissions Policy
 - UCFB Student Protection Plan