Transfers Policy

1. Scope and Purpose

This policy articulates arrangements for the transfer of registered Bath Spa University students from their 'current' programme of study at Bath Spa University to an alternative 'receiving' programme of study within Bath Spa University.

For students transferring to Bath Spa University from other institutions, the Accreditation of Prior Learning (Experiential and/or Certificated) Policy may apply at the point of Admission.

The University operates the Transfers policy under the following principles. The policy aims to:

a. Ensure opportunities for students to transfer into programmes at the University or between programmes within the University are accessible.
b. Operate a proportionate approach to the request and approval of transfers based on the impact of the request. The proportionate approach is demonstrated through tiered approaches to timing, evidence base, scrutiny and level of decision-making level.
c. Support student retention in an appropriate way, recognising both the need for flexibility in our curriculum and student choice, as well as consideration of the students best interests and successful completion of awards.
d. Consider student support implications and arrangements for students in preparation for transfer and whilst studying on the new programme.
e. Assess a variety of evidence sources and information as part of the decision-making process.
f. Ensure that awards by the University meet the specified programme learning outcomes for that award; and that students are kept informed where the opportunities for concessionary ('exit') awarding are affected by a transfer decision.
g. Review the outcomes from this policy on a regular basis and implement improvements as a result.

2. Policy and Procedure

Students may consider changing their programme of studies at University for a variety of reasons, including that they no longer have an interest in their chosen subject area or they wish to pursue another subject.

Students can transfer programmes, subject to approval, but there is no automatic right of transfer. Transfers will be subject to admissions and academic requirements; and in some cases, an assessment of the ability to address learning gaps between programmes. Transfer decisions will also be subject to their being sufficient space on a programme of study.

Internal transfers are characterised by a request to move from the 'current' programme to the 'receiving' programme.

2.1 Early Transfer Request and **PPY Transfer Request**

If a student is not satisfied with their chosen programme of studies, the University will normally accept a request to change course **within the first two weeks of the first academic year** (i.e Levels 4 only); provided the student meets the relevant entry requirements for the receiving programme.

Students are required to complete the relevant Transfer of Award form, which includes a requirement to outline a reason for the request. This should then be submitted.

The Student Information team will consider and approve these requests following confirmation from the Admissions Department that entry requirements have been met.

Students should continue attending the modules on their current programme and aim to complete these before transferring into the receiving programme.

Students who wish to **transfer to a PPY** year can also complete the Transfer of Award form **at any point during the academic year** and submit this to the Student Information Team for approval. Students moving to a PPY year should be advised by the Student Information Desk in respect of Clause 2.6 of this policy if the length of their programme is extended as a result.

2.2 Mid-Year Transfer Request

Transfers requests that are received **between week three of Semester 1 and week two of Semester 2 of the first academic year** will be required to submit a Mid-Year Transfer Request on the Transfer of Award form.

Students should continue attending the modules in Semester 1 on their current programme and aim to complete these before transferring into Semester 2 of the receiving programme.

A Mid-Year Transfer Request will require a selection of information to be considered before approval is granted. This is likely to include factors such as:

2.2.1 *Admissions Requirements:* Confirmation that the Admissions requirements have been met.

2.2.2 *Academic Record:* Attendance and engagement records as well as information about reasonable adjustments in place may also be considered.

2.2.3 *Curriculum Mapping:* The similarity of the current and proposed transfer programmes (how 'cognate' they are) will be considered to identify the implications of joining the receiving programme into Semester 2, including consideration of gaps in learning. Students may be required to undertake remedial/bridging work, trail

modules into Level 5, engage in additional learning support to address gaps in knowledge and skills, or restart their studies in the new programme at a lower level.

Professional, statutory and accreditation body requirements will be considered and may require students to restart programmes at a lower level; or trail modules.

2.2.4 *Supporting Statements:* Students will be asked in the Transfer Request Form to submit a short statement as to their reasons for the transfer request. Programme Leaders for the current and receiving programmes will also be asked to provide a supporting statement and recommendation on the Transfer Request Form.

The Student Information team may seek further advice or information from students or staff as part of assessing the request.

The Admissions Department will be required to confirm that entry requirements have been met.

The Student Information team will consider and approve Mid-Year Transfer requests.

2.3 Direct Entry Transfer Requests

Transfer requests after **week two of Semester 2 of the first academic year and/or for transfer into a new programme of study at Level 5** will require an assessment of factors to ensure the principles are upheld. Transfers into programmes at Level 6 are only considered in exceptional circumstances.

Students are required to complete and submit the first part of the relevant Transfer of Award form. The Student Information team will coordinate the receipt of information from the Programme Leaders, consider this and make a recommendation to the Assistant Registrar or nominee for approval.

A selection of evidence and information will be considered as part of this assessment; dependent on the detail, timing and implications of the request. This is likely to include factors such as:

2.3.1 *APL/APEL:* An assessment of any prior learning, either experiential, professional or academic that has been completed. Admissions requirements should be checked for students transferring to new programmes.

2.3.2 *Academic Record:* Consideration of the assessment results where available, and registration record including any study breaks and Return to Study Plans. Attendance and engagement records as well as information about reasonable adjustments in place may also be considered.

2.3.3 *Curriculum Mapping:* Where the request is to transfer into Level 5 of a new programme, the similarity of the current and proposed transfer programmes (how 'cognate' they are) will be considered to identify whether the student has the capability, knowledge and skills to succeed in the next level of study on the new programme.

If core modules for the new programme have not been completed, a mapping of the ILOs for each programme should be carried out. Students may be required to undertake remedial/bridging work, trail modules, engage in additional learning support to address gaps in knowledge and skills, or restart their studies in the new programme at a lower level.

Professional, statutory and accreditation body requirements will be considered and may require students to restart programmes at a lower level; or trail modules.

2.3.4 *Supporting Statements:* Students will be asked in the Transfer Request Form to submit a short statement as to their reasons for the transfer request. Programme Leaders for the current and receiving programmes will also be asked to provide a supporting statement and recommendation on the Transfer Request Form.

The Admissions Department will be required to confirm that entry requirements have been met.

The Student Information team may seek further advice or information from students or staff as part of assessing the request.

The Student Information team will consider Direct Entry Transfer Requests and make a recommendation to the Assistant Registrar or nominee for approval.

2.4 Student Advice

In all instances, students are recommended to speak with their personal tutor, regarding their intentions to change programme. Students should also contact the programme leaders for both their current programme, and the receiving programme.

2.5 Conditions for Approval

As a result of assessments undertaken during this procedure, the Transfer Request Approval may include Conditions, such as the requirement to trail modules, complete intermediary/bridging work to address learning gaps, or engage with additional learning support services.

2.6 Regulatory Implications

Transfer requests may have implications for:

- Eligibility for, and titling of any exit/concessionary awards
- Student Finance England Loan arrangements
- Tuition fee liability, payment points and charges
- Professional Body and Accreditation requirements
- Council Tax exemption and other benefits
- UKVI and Tier 4/Student Visa rules and regulations
- Bursaries/Scholarships
- Accommodation Costs/Halls of Residence Entitlement
- Academic Implications - module marks, study registration periods, the submission/resubmission of assessment items.

2.7 Decisions on Transfer Requests

The Student Information team will notify students of the Transfer Request decision. This notification will include any Conditions for Approval or Regulatory Implications that students need to be aware of.

2.8 Monitoring and Review

Academic Board will receive an Annual Report on Transfers that will consider the effectiveness of this procedure and an analysis of programme outcomes for students who have transferred programmes.

Document Details

Responsible Office: Academic Governance and Policy

Responsible Officer: Head of Academic Governance and Policy

Approving Authority: Academic Board

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Related Policies and Procedures: Undergraduate Academic Framework

Accreditation of Prior Learning

Supersedes: n/a

Next review due: July 2025