

# Course Transfer Policy

## 1. Introduction

- 1.1 This document sets out the policy and procedure to follow if you wish to request a transfer to a different course of study. This includes information about transferring from full- or part-time study onto an apprenticeship and transferring to another institution.
- 1.2 This Policy uses the term 'student' or 'students' throughout. This refers to all learners registered at the University, including undergraduate and postgraduate students and apprentices. Where separate arrangements or rules apply, the target group or groups are specified.
- 1.3 The University will always try to support you to enrol on a course which best suits your needs, aspirations and circumstances. However, transfers cannot be guaranteed, and there may be academic or resource constraints which mean this is not possible. This may particularly be the case should you wish to transfer to another institution.

## 2. Transfers to a different academic course within the University

- 2.1 A transfer of course will be considered but cannot be guaranteed. Transfers will not normally be permitted after the end of the first semester in any academic year, and if you request a transfer after this date, you may be required to start the new course at the beginning of the following academic year. The only exception is for students seeking a transfer within a course group/cluster. In this instance it may be possible to transfer mid-year if there is sufficient compatibility of units.
- 2.2 In considering a transfer you should be aware that normally you will carry forward the marks you have obtained from units you have previously completed – this includes any penalty/capping applied to units on your original course.
- 2.3 If your transfer request is successful, you will be eligible only for the award you transfer to, subject to successful completion of that course – you will not also be eligible for any interim exit awards associated with your original course.
- 2.4 You should consult Student Finance to check whether transferring your course would have implications for any funding you may receive. If you are studying on a student visa you **must** discuss your plans with the UKVI Compliance Manager before starting the procedure below, as there are likely to be implications for your visa status (see section 9).
- 2.5 You will not be permitted to transfer to another University course if you have been required to withdraw from a course for disciplinary reasons.
- 2.6 You should not assume a transfer will be approved and, until official approval is obtained, you

should continue to follow the requirements for your current course.

### **3. Procedure for application and decision-making for transfers to a different academic course within the University**

3.1 **Stage 1:** You should complete section 1 of the transfer of course request form, available from the VLE, and submit this to your current Course Leader. Should you need advice or support in completing the form please contact your current Course Administrator through [Registry@aecc.ac.uk](mailto:Registry@aecc.ac.uk).

3.2 **Stage 2:** The Course Leader will complete section 2 of the form and submit this to Registry. Registry will inform the Course Leader for the course to which you wish to transfer and provide them with a copy of the transfer request form, your original application (e.g. UCAS application) and your assessment profile to date.

3.3 **Stage 3:** The Course Leader of the course to which you wish to transfer will assess whether the intended learning outcomes (ILOs) of the unit(s) and/or level(s) you have undertaken on your current course are broadly similar to those for the course to which you wish to transfer. The Course Leader may invite you to an interview as part of this process. The transfer decision will be based on the academic judgement of the Course Leader for the new course, considering:

- a) the comparability of intended learning outcomes,
- b) whether you have met the standard entry requirements for the course,
- c) your aptitude for the course,
- d) your engagement and attainment on your original course,
- e) resource constraints, such as the number of students enrolled on the course.

3.4 **All learning/credits at one level must be completed before you can progress to the next.** If the ILOs on your original course do not match across to the receiving course in their entirety, you may be given the opportunity to study at the same level, the required units to make up the required credits for that level. A practical example of this might be that half of your units in level 4 are transferable. In the next academic year, you can study the remaining half of the required units for level 4 on the receiving course in order to complete the entire level before proceeding to level 5.

3.5 The receiving Course Leader will complete section 3 of the course transfer request form and return this to Registry.

3.6 **Stage 4: Registry will inform you of the decision and any conditions which may apply.** Registry will enter the decision onto the Student Record System and advise your personal tutor (where applicable), IT and the VLE team accordingly. You should be aware that a transfer of course will have implications for your access to archived units on the VLE for the course on which you are currently enrolled, and you should discuss this with your current Course Leader. If your transfer request is not approved you will be offered an opportunity to meet with the Course Leader of your current course to discuss your options.

#### 4. Appeals or complaints

- 4.1 You may not appeal against the academic or professional judgement of those making the decision on an internal transfer application. However, if you consider that:
- a) there is evidence of a procedural irregularity connected directly with the transfer process; or
  - b) the decision of the University is, on the basis of the information available, unreasonable; or
  - c) there is evidence of prejudice or bias on the part of those involved in the process;
- you should address this through the University Recruitment, Selection and Admissions - Appeals and Complaints: Policy and Procedure.
- 4.2 Should you wish to pursue this option you must do so within 10 working days of notification that your transfer request has been unsuccessful.

#### 5. Transferring to an apprenticeship course within the University

- 5.1 An apprenticeship is a planned course of training for staff in an organisation to enable them to reach a recognised level of competence set out in the Apprenticeship Standard for the occupation. Apprenticeship training takes place off the job at university or in self-study, and at work, where the employee applies the learning acquired to their day-to-day tasks. An apprentice is supported throughout their apprenticeship training by their employer who continues their learning at work to increase their confidence and competence.
- 5.2 You must follow the same procedure as a transfer to an academic course set out in Section 1 above in addition to the specific apprenticeship requirements set out in Section 6.
- 5.3 If you become employed during your studies in an occupation that is supported through an apprenticeship at the University, you may be able to transfer onto an apprenticeship. Your employer pays for your apprenticeship. They may do this through the apprenticeship levy if this applies to their organisation, or jointly with government, or through a levy transfer. Apprentices must not be asked to contribute to any element of their apprenticeship training or End-point Assessment.

#### 6. Prerequisites for a transfer to an apprenticeship

- 6.1 Before you can transfer to an apprenticeship training course **your employer must contact the University to confirm whether there are places to enable you to transfer.** You will also have to apply formally to join our apprenticeship course and meet the apprenticeship criteria as these are different to your student application and include that:
- a) You must be employed on a contract of employment with your employer that extends beyond the planned completion date to provide time to complete both training and end-point assessment.
  - b) You must be able to provide certification to confirm your achievement of English and Maths qualifications at GCSE level 2. If your qualifications were achieved outside the UK you will have to request a certificate of compatibility from UKENIC <https://enic.org.uk/>. Our applications team will provide information about this process and for those who have studied in the UK but have lost their certificates.
  - c) Your employer must confirm that you are in a role that will allow you the opportunity

to undertake the full range of duties required by the apprenticeship, and that they will provide supervision and support during your apprenticeship.

- d) Your employer must confirm that you will be given sufficient time to undertake your apprenticeship in your paid working hours – this will be the equivalent of 20% of your paid working time, between the start and end of your apprenticeship. As an apprentice you will use this time to undertake off-the-job training with the university, for example in lectures on campus or online, in self-directed study or on assignments.
- e) Your employer will also need to open an Apprenticeship Service Account on GOV.UK to access funding to pay for apprenticeship training and assessment costs.

6.2 It is important to note that you will be required to complete a self-assessment 'skills scan' of your existing knowledge, skills, qualifications and experience against those required by the apprenticeship. This is to help identify the topics that are new learning for you and to evidence that the apprenticeship is the right training route.

6.3 You may be able to apply for recognition of prior qualifications, experience and learning and gain an exemption for some elements of the apprenticeship providing that this is allowed within the rules for your specific apprenticeship. These are usually set by the linked professional body. However, if there is insufficient learning left to create a training programme of more than 12 months you cannot join an apprenticeship course.

6.4 For more information for you and your employer, please contact the university apprenticeship team at [apprenticeships@aecc.ac.uk](mailto:apprenticeships@aecc.ac.uk). We will assist you and your employer in identifying whether an apprenticeship is the right route for you and, if so, help you and your employer to provide the information required for your application and to set up the apprenticeship.

## **7. Transferring from one apprenticeship to another apprenticeship**

7.1 You may also be able to transfer to a different apprenticeship, for example if your role changes. All of the entry requirements and the process set out in sections 5 and 6 apply, and we cannot guarantee that a place on a different apprenticeship will be available, or that you will be eligible to transfer.

7.2 Your employer, whether your existing employer or your new employer will also have to be eligible to have an apprenticeship course in their organisation. For more information for you and your employer, please contact the university apprenticeship team at [apprenticeships@aecc.ac.uk](mailto:apprenticeships@aecc.ac.uk).

7.3 We will assist you and your employer in identifying whether an apprenticeship transfer is possible and how to manage this successfully. You must contact us as quickly as possible and your employer must not make any changes to their existing Apprenticeship Service account – we will advise on what is needed and when, and support you both to ensure a smooth transfer.

7.4 The University will ensure that in the case of any Apprentices transferring to an apprenticeship course, that the correct ESFA funding rules are adhered to. This could mean different apprentices on the same course under different funding rules. All Course Leaders are required to liaise with the Apprenticeships Manager to ensure that the University remains compliant with all ESFA funding rules at all times.

## **8. Transferring to a new course or apprenticeship outside the University**

- 8.1 If you are considering a transfer to a new course or apprenticeship outside the University you are encouraged to discuss your plans with your current Course Leader in the first instance - it may be that there are options available to you which would enable you to complete your course here if you wish to do so - for example, taking a study break.
- 8.2 You should make contact at an early stage with the relevant staff at the institution to which you wish to transfer. In most cases contact information will be available from that institution's website.
- 8.3 You should collect together relevant information such as the course and unit specifications and your academic transcripts to share with that institution when requested. Registry can help you gather this information if required.
- 8.4 If transferring to a new undergraduate course you will need to reapply through UCAS by the relevant deadline.
- 8.5 While we will assist you in identifying, and providing, relevant information as part of your application, it is your responsibility to make the necessary enquiries and provide the receiving institution with any information they request.

## **9. Students with immigration sponsorship**

- 9.1 Student visa holders must seek advice from the UKVI Compliance Manager before entering into further discussions or completing a transfer of course request form. Transferring to a new course may have an impact on the length or conditions of your visa, and your course or institution change must be reported to the Home Office.
- 9.2 If a student with immigration sponsorship from another UK institution wishes to transfer to a course at this University they will not be able to enrol on the new course until they have immigration sponsorship from this University. Student visa holders who wish to transfer in to one of our courses should take advice from the UKVI Compliance Manager at the earliest opportunity in order that their immigration status can be regularised in advance of enrolment.

## **10. Transfers as a result of new course approval or periodic review of courses**

- 10.1 In some instances, whole cohorts of students may be given the opportunity to transfer to a newer version of the University course on which they are currently enrolled, or to a new but related course. Where this applies the arrangements for transfer will be discussed and agreed as part of the course approval/review process and there will be separate communications with affected students. This process is governed by the institution's Course Approval and Periodic Review Policy.

## **11. Transfers as a result of course closure**

- 11.1 This process is governed by the university Course Closure Policy and Procedure and the Student Protection Plan. For whatever reason we have to close your course, be it the result

of a review, closing the University, losing degree awarding powers or PSRB accreditation, we will assist you to transfer to another suitable course within the University or to find an alternative elsewhere.

## **12. Transfers from another institution to the University**

- 12.1 The eligibility of a student from another institution to transfer to a university course is determined by the relevant course's entry criteria, the timing of the request, and the Recognition of Prior Learning (RPL) policy and procedure set out in the Recruitment, Selection and Admission Policy and Procedure.

## **13. Responsibilities**

- 13.1 The Academic Registrar is responsible for the operation of this policy and procedure.
- 13.2 References in this policy to any University role or office holder include their appointed nominee.
- 13.3 The relevant Course Leader for the 'receiving course' is responsible for taking decisions on accepting transfer students.
- 13.4 The UKVI Compliance Manager is responsible for discussing options with students studying on a student visa.
- 13.5 Registry is responsible for informing applicants, students and relevant parties about decisions on transfers and for ensuring the student's record is updated.

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Owner	Academic Registrar
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