



Student Transfer

Policy

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Student Transfer Policy

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1. Introduction

- 1.1 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 2022](#) (opens new window) general ongoing condition F2.
- 1.2 For the purpose of this policy student transfer arrangements are defined as opportunities for students to transfer between programmes at University of the Built Environment (the 'University') as well as student transfer between higher education providers.
- 1.3 This policy applies to all students registered on higher education programmes at the University including those delivered by the London School of Architecture.

2. Student transfer between taught programmes at the University

- 2.1 The eligibility of a student to transfer from one programme to another at the University is determined by the entry requirements for the new programme and the timing of the transfer request. There is no automatic right to transfer from one programme to another programme.
- 2.2 Any transfers into, out of or between apprenticeship programmes will be dependent on the University, the employer and apprentice all being able to continue to meet regulatory, funding compliance requirements and for there to be sufficient structured training remaining on the programme they are transferring to. A new apprenticeship application and additional documentation will be required.
- 2.3 Providing the conditions for transfer are met, permission to register for the new programme will usually occur before the start of the next semester.
- 2.4 Students are not normally permitted to transfer between programmes during a semester. Requests to do so will be considered only in exceptional circumstances.

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- 2.5 If the modules the student has studied match exactly those of the programme onto which they want to transfer, then their marks and credits will be transferred to the new programme.
- 2.6 If the modules the student has studied do not match exactly those of the programme onto which they want to transfer, it may still be possible to transfer credit (but not marks) to the new programme. The Recognition of Prior Learning (RPL) panel will assess whether this is possible based on the learning outcomes of the modules in question.
- 2.7 Credit can only be transferred for full modules.
- 2.8 If a student wishes to transfer to a different programme, they should contact the Student Advice Team via [Student Central](#) (opens new window).

3. Student transfer from another Higher Education provider to the University

- 3.1 The University welcomes all applications from students studying at other higher education providers.

Taught programmes

- 3.2 Applicants wishing to transfer onto a taught programme will need to submit an application to study at University of the Built Environment within the application deadlines published for new applicants on the website. Student Transfer is not normally permitted outside of the application period.
- 3.3 All requests for credit transfer must be indicated as a request for recognition of prior learning on the application form, and will be considered in line with the relevant section of the University's [Admissions and Recognition of Prior Learning Policy](#) (opens new window).
- 3.4 Apprentices transferring from another institution but continuing on the same standard will also be required to provide additional evidence from their previous training provider on off the job hours recorded and funding claimed to date.

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3.5 This information will be reviewed alongside their application to transfer and will inform the University's decision as to whether the apprentice can transfer.

3.6 In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Office. Applicants may raise an appeal in line with the [Student Appeals Procedure](#) (opens new window).

Research degree programmes

3.7 The University's research degree programmes are awarded by The Open University. Applicants wishing to transfer onto a research degree programme will be considered in line with 'Section 4 Transfer of Registration' within [The Open University Research Degree Regulations](#) (opens in new window).

4. Student transfer from the University to another Higher Education provider

4.1 Students who are currently studying with the University 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. Research Degree students are also advised to contact their research degree supervisor to discuss the transfer. Students will need to withdraw from their programme of study at University of the Built Environment using the formal withdrawal notification process.

4.2 Once a withdrawal has been confirmed, the University can provide a transcript which will confirm any completed modules, their credit value, level, and marks awarded, and any awards gained (including intermediate awards achieved). Module descriptors for completed credits can be downloaded from the VLE or provided on request via Student Central.

4.3 The decision to accept credit from the University is at the discretion of the receiving institution and final degree classifications may be weighted differently across the years at different institutions.

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4.4 Where the decision to transfer is a consequence of events outlined in the [Student Protection Plan](#) (opens new window) the University would provide support for students to transfer to another provider.

5. Financial implications

5.1 The University will advise students if there are any financial implications related to their transfer, including any implications for students that are in receipt of a student loan.

6. Review of this policy

6.1 This policy is reviewed annually by the Quality and Standards Enhancement Committee and is available to on the University's website.