



STUDENT TRANSFER POLICY

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1 The University of Law's (the University) Transfer Policy has been informed by:

- 1.1. The Office for Students' (OfS) Regulatory Framework, specifically Condition F2 and the expectation that a provider publishes information about its arrangements for a student to transfer.
- 1.2. The Quality Assurance Agency's (QAA) Quality Code for Higher Education, specifically the Advice and Guidance on Admissions, Recruitment and Widening Access.
- 1.3. This policy is also informed by the Office for Students Regulatory Framework, specifically Condition F2.

2 This policy sits within The University's Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of The University and to assure the quality of learning opportunities offered. This policy should therefore be read in conjunction with other relevant policies within the Code and the University's strategies.

Introduction

3 The OfS defines student transfer as "The movement of students between courses and/or providers". For the University, this specifically refers to where:

- 3.1 a student studying on a course at another provider moves from their current course directly to a University of Law one;
- 3.2 a student studying at the University of Law moves directly from their current course to one at another provider;
- 3.3 a University of Law student moves from one of the University's courses to another of the University's courses, which may involve a change of campus;
- 3.4 a University of Law student changes from one mode of study to another at the University, for example from full-time to part-time, or face to face to online, which may involve a change in campus.

4 The process of transferring does not relate to applicants who are not currently at a provider and wish to use credit already gained from a previous course to enrol on later stage of a course, such as year 2 of an undergraduate degree. In this situation, applicants should refer to the University's information on [Exemptions and Recognition of Prior Learning](#).

Responsibility for this policy

5 Ultimate responsibility for the development of clear and effective processes and procedures associated with the transfer of students lies with the Academic Board of the University.

The University recognises that central to this policy are the University's responsibilities for the academic standards of all awards granted in its name, the quality of learning opportunities for students, and the success of its students. This policy sets out the scope of the University's responsibilities for the transferring of students.

6 In applying this Transfer Policy the University aims to encourage and maintain equality of opportunity for all current and prospective students

Expectation

7 The University's policies and procedures relating to student transfers adhere to the principles of fair admission and the Office for Students' expectations. They are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes. They support the University in the selection of students who are able to complete their course, and facilitate: current students to change mode or course, or exit the University and study with another provider; and prospective students to transfer from a course at another provider to the University.

Key Aims and Principles

8 The University's Transfer Policy supports students who have reconsidered their choice of course or provider, or have encountered personal circumstances which require a change to their course, institution or mode of study.

9 The University considers all applications to transfer to the University on the basis of the applicant's ability and potential to succeed within the University's learning environment.

10 The University's approach to admissions is informed by the University's equality and widening participation and diversity strategies and complies with equal opportunities legislation.

11 The University undertakes robust statistical analysis to ensure that offers are consistent and fair, and promote equality of opportunity for all.

12 All staff involved in the transferring of students are appropriately selected, qualified and trained to deliver a consistent, fair and professional service to all clients.

Procedural Approach

Transferring to the University of Law from another Institution

13 Students who are looking to transfer in to a University course first need to provide evidence that they meet the standard entry requirements for year 1 of the course they wish to join.

14 The stages for the transferring process are as follows:

- 14.1 The student applies for the University course they wish to study (either through UCAS or directly via the University website) and indicates within their application that they intend to claim recognition of prior learning (on UCAS this is indicated by the Entry Point selected).
- 14.2 The University's Admissions Team makes a decision on the application, assessing for year 1 entry.
- 14.3 If an offer is released, Admissions will contact the applicant with a recognition of prior learning application form.
- 14.4 The student completes the recognition of prior learning application form and returns it to the University's Eligibility Team along with any additional documents requested (for example, a copy of the syllabus they have studied).
- 14.5 The Eligibility Team assesses the applicant for recognition of prior learning and communicates a decision back to applicant.
- 14.6 The student will need to let the Eligibility Team know that they wish to accept the recognition of prior learning offered to them and also accept their place on the course via their original offer email from Admissions, if they have not already done so.

15 The University is unable to consider an application for recognition of prior learning until an offer of a place has been made.

16 Any questions regarding transferring in to the University can be sent to the Admissions team at Admissions@law.ac.uk

17 Any questions regarding recognition of prior learning can be sent to the Eligibility team at Eligibility@law.ac.uk

University of Law Students Transferring to another Provider

18 Students enrolled at the University of Law who wish to transfer to another educational provider should speak with either their personal tutor/Course Lead, or the Student Services Team at their campus, to talk through the process and options available.

19 Students will need to contact the potential new educational provider with their formal request to transfer. As part of this request, a copy of their current University of Law transcript profile to date may need to be provided.

20 Once the new provider has confirmed that the student is able to transfer, the student will be required to provide the outcome of that application to the Student Services Office at the University of Law campus at which they are currently registered. Where the request is to transfer from an online programme, the student should contact their course administrator.

21 Upon receipt of that outcome, the Student Services Office will commence with the formal withdrawal of the student from the University of Law course, in accordance with the University's policy.

22 Once the formal withdrawal process has been completed, the Student Services Office will send a formal confirmation to the student that the process is complete.

23 Where a student is in receipt of a student loan or sponsorship provided by a future employer or other organisation (Sponsored Student) they must speak with their loan provider or sponsor about any impact on funding the transfer of course or education provider may have. No application will be supported by the University where there are any course fees outstanding.

Transferring between University of Law courses including course, mode and campus change

24 Information regarding the University's policy on requests to transfer to another course, mode of study and/or University Campus is provided under its terms and conditions, available at <https://www.law.ac.uk/about/student-terms-and-conditions/>

Guidance for Apprenticeships

25 Where an apprentice on an apprenticeship programme at the University wishes to transfer to another training provider, they should contact Apprenticeship-Compliance@law.ac.uk for further information.

26 Where a student on an apprenticeship programme at another training provider wishes to transfer to the University of Law, they should contact apprenticeships@law.ac.uk for further information.

Guidance for Tier 4 Students

27 Tier 4 students wishing to transfer to The University from another institution, or wishing to transfer out of the University to another institution, will be subject to current UK Immigration Rules.

28 Tier 4 students wishing to transfer to The University will need to apply for a new Tier 4 Student visa with a Confirmation of Acceptance for Studies (CAS) number issued by the University. Further information is available on the University's Visa Requirements webpage: <https://www.law.ac.uk/international/visa-requirements/>

29 Tier 4 students transferring to The University will need to apply for their new Tier 4 Student visa in their country of nationality, due to current Home Office regulations. The University reserves the right to request evidence the student has returned to their country of nationality before issuing a CAS number.

30 University Tier 4 students wishing to transfer to another institution must first withdraw from the University by contacting Student Services at their campus.

31 University Tier 4 students who are transferring to another institution will have their Tier 4 sponsorship at The University of Law withdrawn. Students are advised to contact their new institution for details on how to apply for a new Tier 4 Student visa.

32 A current Tier 4 student at The University wishing to transfer to another course at the University should contact the International Visa Office at visaoffice@law.ac.uk for further guidance.

33 Any queries about the rules governing course transfers for Tier 4 Students should be directed to the International Visa Office at visaoffice@law.ac.uk

Feedback, Complaints and Appeals

33 Admissions provides email feedback to any unsuccessful applicant on receipt of a written or email request.

35 The University operates an efficient, effective and courteous admissions service to all applicants. In the event of a problem occurring at any stage of the transfer process then the University resolves the matter informally in a speedy and effective manner. Should an informal resolution not be possible then a complaint may be made in writing to the University Complaints Officer as follows:

35.1 for applicants studying at another provider who wish to transfer to a University of Law course, complaints are considered in accordance with the University's External Persons Complaints Policy.

35.2 for current University of Law students who wish to transfer to another provider, or between University of Law courses or modes, complaints are considered in accordance with the University's Student Complaints Policy.

36 The University reserves the right to refuse admission to any of its courses to an applicant who:

36.1 does not meet the entry requirements specified for the course, including requirements set by professional and other external bodies;

36.2 would contravene UKVI compliance by the University;

36.3 during previous study with us or any part of the application process displayed conduct deemed to be unacceptable in accordance with University policies.

37 The decision made by the University is final and there is no appeal against any decision concerning selection or admission. Should an applicant remain unsatisfied with the University's decision, complaints should be made using the University's External Persons Complaints Policy.

Deferrals

38 Students are permitted to defer the start of their studies once only. Should a student wish to defer for a second time they will be invited to make a fresh application.

Data protection

39 The University collects personal data as part of Admissions processes. This information is held in accordance with the General Data Protection Regulation and the University's Privacy Policy.

Responsibility for the provision

40 Responsibility for effective implementation of this Transfer Policy lies with the Academic Board which assumes overall responsibility for the Admissions function.



Monitoring and review

41 Responsibility for reviewing and evaluating the effectiveness of the Transfer Policy lies with the Academic Board.

Version history

Version	Amended by	Revision summary	Date
0.8	Deputy Academic Registrar	Draft presented to Admissions Committee for endorsement	20/1/19
0.9	Deputy Academic Registrar	Draft presented to Academic Board for Approval	25/1/19
1.0		Approved by Academic Board	14/02/19
1.1	Registry Officer	Change to the document coding convention	March 2020