



## Student Transfer Policy (Internal Transfers)

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### Amendment History

Version	Revision Summary	Date Approved	Author
<b>007/24</b>	Internal transfers separated from External transfers as two separate policies. Simplified approval process.	12/2/24	JB



## Student Transfer Policy (Internal Transfers)

### Introduction

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 Student's Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

### Purpose of Policy

2. The purpose of this Policy is to set out the necessary institutional arrangements that enable a student to transfer from one programme or mode of study to another in a manner that facilitates the continuation and quality of study whenever a transfer occurs.
3. The Policy informs the College's staff and students of the principles governing student transfer and ensures compliance with key regulations at the Office for Students and policies within the College including, Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, Research, Student Protection Plan and UK Visas and Immigration (UKVI) Compliance.
4. Student transfer for the purpose of this Policy is defined as:
  - a) Transfer between programmes or modes of study at the College, initiated by a student.
  - b) Transfer between programmes or modes of study at the College, initiated at the request of the Progression and Awards Board or Academic Director.

### Scope

5. This Policy applies to all students on a higher education course who are transferring to an alternative programme or mode of study delivered by the College<sup>1</sup>.

### Principles

6. A student has the right to request an internal transfer, and all transfer requests will be considered according to the principles set out in this Policy. A

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<sup>1</sup>If a student who is currently 'reported' to the OfS as a Spurgeon's College student for the purposes of HESA/OfS, transfers to an internally delivered course validated by another provider, it is classed as an internal transfer.

student does not have an automatic right to transfer from one programme or mode to another.

7. Internal transfers are a subset of admissions. Since a student is effectively applying for a place on a new programme, they must meet the admissions criteria of the programme for which they are applying (e.g., DBS checks), and be formally accepted onto the new programme.
8. The transfer of a student *between taught programmes* or *between modes of study* will be considered by the Senior Registrar and other relevant academic and admissions staff. They will ensure that the requirements for progression and awards laid out in the academic regulations of the appropriate degree-awarding authority and relevant programme specifications are complied with, as well as any other admissions criteria specified in the admissions protocols for that programme. A transfer of a student on a visa issued in conjunction with the College, must be considered in consultation with the College's Visa Officers. Ministerial student transfer must be signed off by the Dean of Ministerial Formation as there may be non-academic considerations that prevent the student from transferring.
9. The transfer of a student from a *taught to a research programme* will be considered by the Admissions Committee in accordance with the Admissions Policy of the research validating body.

## Finance

10. A transfer from one programme to another may have an impact on funding or tuition fees. It is the student's responsibility to seek advice from the Finance Department ([finance@spurgeons.ac.uk](mailto:finance@spurgeons.ac.uk)) and the Student Loans Officer in order to make an informed choice, and this must be confirmed on the transfer form.
11. A student will be required to undertake a financial assessment if they are transferring from a programme which is eligible for student funding to a non-funded programme.
12. A student will not be permitted to transfer to an alternative programme unless the tuition fee payments for their current programme are up to date.
13. Where a transfer is initiated as a result of a decision or request by the Progression and Awards Board (PAB), the College will consider a fee waiver. The Chair of the PAB should contact the Chief Operating Officer to discuss this. The Admissions Department should inform the Finance Department and the student of any fee waiver agreed.

## Student Visas

14. Only some students on a Student Visa are permitted by UKVI to change from the programme they are currently studying, and for which their Confirmation of Acceptance of Studies (CAS) was assigned, to an alternative programme

without first completing their current programme. In order to comply with the relevant UK legislation and immigration regulations, the College will notify the immigration authorities, where relevant, of any subsequent changes to a student's registration status. The ability to change programme is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave. Further details can be found at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

## **Timescales**

15. An in-year programme transfer must be completed and approved within ten working days of the start date of the programme, unless the units for the current programme are equivalent to those for the new programme, and no change in unit selection is required.<sup>2</sup>
16. A student remaining on the same programme but wishing to transfer from one mode of study to another will need to do so at an appropriate point in the academic cycle, as advised by the Senior Registrar. In the case of a ministerial student, the Dean of Ministerial Formation must approve the transfer.
17. An end of academic year transfer may be considered, provided that:
  - a) The student continues to attend their original programme until the end of the academic year, attempts any associated assessments and is in a position to progress from the original programme under the degree-awarding authority's academic regulations for taught awards.
  - b) The College is satisfied that the learning outcomes from the original programme/mode of study provide an adequate foundation for pursuing the new programme, as per the degree-awarding authority's academic regulations for taught awards.

## **Procedure for internal transfer initiated by the student**

18. To initiate a transfer from one programme or mode of study to another, the student must complete the prescribed form found on the home page of Moodle. The completed form is sent to [registry@spurgeons.ac.uk](mailto:registry@spurgeons.ac.uk).
19. A student seeking to transfer should provide all relevant information required to evidence that they meet the admissions criteria for the new programme.
20. The approval process for an internal transfer request is outlined in Appendix A.
21. Transfers will be approved in line with the College's Admissions Policy, admissions protocols and the academic regulations in force at the time, as appropriate. The College will also consider any potential financial

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<sup>2</sup> In-year transfers not initiated within ten working days of the start date of the programme, will be granted in exceptional circumstances only. The student should contact the Senior Registrar to discuss the feasibility of different options.

considerations pertinent to the decision. The Head of Admissions will inform the student of the decision within 20 working days of the request for transfer being submitted to the Senior Registrar.

22. If the student wishing to transfer does not meet the admissions criteria or financial assessment, the College has the right to decline the request.
23. If a transfer is approved, the Admissions Department will issue the student with a new contract.
24. If a transfer is approved for the end of the academic year, the credits (not grades) from the original programme will be recorded on the student's new programme record in accordance with the relevant academic regulations. Grades achieved whilst enrolled on the new programme will be used to calculate the final award outcome, in line with the relevant assessment regulations.

### **Procedure for internal transfer initiated by the Progression and Awards Board**

25. A student who has exhausted all opportunities to pass their programme and whose study has been discontinued by a Progression and Awards Board, may be considered for transfer onto an alternative award subject to the degree-awarding authority's academic regulations for taught awards and the admissions criteria for that award.
26. The student should contact the Senior Registrar or Academic Director to discuss their options. If there is scope to proceed with a transfer, they should submit a formal written request to the Senior Registrar ([registry@spurgeons.ac.uk](mailto:registry@spurgeons.ac.uk)). Approval for the transfer will be sought according to the process outlined in Appendix A. The Head of Admissions will inform the student of the decision within 20 working days of the request for transfer being submitted to the Senior Registrar.
27. Attention should be paid to a student's record of engagement/attendance, in the absence of any extenuating circumstances, when reaching a decision.
28. If the student wishing to transfer does not meet the admissions criteria, academic regulations or financial assessment, the College has the right to decline the request.
29. If a transfer is approved, the Admissions Department will issue the student with a new contract.
30. If a transfer is approved for the end of the academic year, the credits (not grades) from the original programme will be recorded on the student's new programme record in accordance with the relevant academic regulations. Grades achieved whilst enrolled on the new programme will be used to calculate the final award outcome, in line with the relevant assessment regulations.

## General

31. Where a programme/mode of study transfer takes place that requires a student to repeat a level of study, the student may be required to repeat units previously undertaken. A student is not permitted to undertake the same summative assessment on a repeated unit.
32. The degree-awarding authority's academic regulations in force at the time will dictate the minimum number of credits a student must gain on the new programme.
33. A student who transfers from one pathway to another within a degree programme, may need to complete additional non-credit bearing work where pre-requisite or professional body requirements necessitate this.

## Advice and Support

34. A student who is contemplating an internal transfer can seek advice and support from Tutors, Pastoral Group Leaders, Research Supervisors, the College Chaplain or the Academic Director.
35. The College will communicate with students in an open and transparent manner. The College will send communications to students by email (sent to each student's Moodle email account) and by updates on Moodle.

## Appeals

36. If an applicant or prospective student is dissatisfied with the outcome or treatment of their application to transfer, the following procedure applies:
  - a. The appeal must be sent to the Senior Registrar ([registry@spurgeons.ac.uk](mailto:registry@spurgeons.ac.uk)) in writing within four weeks of the student receiving the decision.
  - b. The appeal must clearly outline the reasons why the applicant believes the decision is incorrect.
37. On receiving the appeal, the Admissions Committee will undertake a review of the original decision and consider the information presented in the appeal. The outcome will be communicated to the student in writing within 20 working days of the date of the appeal request.
38. If the applicant wishes to appeal further against the decision of the Admissions Committee, they should do so, in writing, to the Senior Registrar ([registry@spurgeons.ac.uk](mailto:registry@spurgeons.ac.uk)) within a further 10 working days of receiving the outcome of the Admissions Committee decision.

39. The appeal will be passed to the Principal/Vice Chancellor<sup>3</sup>, whose decision is final. The Senior Registrar will send a completion of procedures letter to the student within 10 working days.

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<sup>3</sup> Or the Chief Operating Officer/Deputy Vice Chancellor in the absence of the Principal.

## Appendix A: Internal Transfer Approval Process

