



BISHOP GROSSETESTE UNIVERSITY

Document Administration

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Introduction

1. This *Code of Practice* sets out the regulations governing the terms on which a student may transfer from one University programme to another and the procedures which are to be followed in such cases. It follows the precepts and guidance contained in the Quality Assurance Agency (QAA) *UK Quality Code for Higher Education*, specifically *Chapter B4 – Enabling student development and achievement [2013] (2015)*.

General Principles

2. All places offered by the University to prospective students specify the programme to which the offer applies. Students will be registered for that programme of study and must make a formal application if they wish to transfer to another programme.
3. Transfer will be possible only if there are places on the programme to which the student wishes to transfer and the student meets the normal entry requirements for that programme.
4. It is recognised that a student may realise early in their course that another programme would better meet their needs and aspirations. Subject, therefore, to the conditions set out in the previous paragraph, an application for a transfer may be considered up to the end of the third week from when the programme started, provided that the Academic Coordinator (or equivalent at partner institutions) is satisfied that the student will be able to complete successfully all assessed work for modules in the new programme delivered in the first semester.
5. Students wishing to transfer later than the end of the third week from when the programme started, must complete the first semester in their original programme. They may apply to transfer to another programme at the end of the first semester providing both Academic Coordinators are satisfied that the student has sufficient knowledge and understanding to join the preferred programme.

Procedure

6. Students are strongly advised to discuss the proposed transfer with the Academic Coordinator for their current programme in the first instance. The Academic Coordinator will also advise the student to explore the matter with the Academic Coordinator for the programme to which they are proposing to transfer. This *Code of Practice* deals with academic issues associated with transfer; however, students are reminded that there may also be financial implications and they are advised to discuss these with Student Advice.
7. If, following these discussions, the student decides to proceed with the application, they must obtain and complete the form *Application to transfer between programmes* from the BGU website. The student must obtain the signatures of the Academic Coordinators for the programme from which they wish to transfer and the programme they wish to transfer into. On completion the form should be submitted to the Student Administration Manager within Quality Assurance and Student Administration.
8. The Student Administration Manager will forward the application to the Head of School responsible for the programme to which the student wishes to transfer. The Head of School will consider the application and, normally following an interview with the student, decide whether to recommend that the application should be accepted. The Head of School, in consultation with the Academic Coordinator(s), should be particularly careful to ensure that the student has: all the qualifications and/or experience necessary for the new programme,

including qualifications required to meet any professional accreditation; and in the case of transfers within Semester 1, that the student will be able to complete all assessed work successfully.

9. The Head of School will then return the documentation to the Student Administration Manager with notification of the decision. The Student Administration Manager will formally notify the student of the decision and, if the application has been successful, make arrangements to enrol the student on the new programme. The Student Administration Manager will formally advise the Academic Coordinator of the student's original programme that the student has transferred. Any other senior academic staff requiring the information will also be notified by the Student Administration Manager as appropriate and the student record will be updated.

Collaborative Provision

10. Partner institutions are expected to have a procedure for the transfer of students between programmes that is equivalent to that of the University.