



Student Transfer Policy

Effective September 2024 - Present

Student Regulations and Policies

uclan.ac.uk/studentcontract

Purpose of Policy	The purpose of this Policy is to set out the necessary institutional arrangements that enable a student (taught or research) to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.
Internal services involved	Academic Quality Unit
Related UCLan regulations, policies and procedures	Academic Regulations: Taught Academic Regulations: Postgraduate Research Admissions Policy and Applicant Complaints Procedure Student Protection Plan Tuition Fees Policy Recognition of Prior Learning (RPL)
Enquiries to	
Senior Managers responsible	Director of Academic Quality and Enhancement
VCG Lead	Pro Vice Chancellor (Students and Teaching)

Version	Approved	Effective from	Revisions made	Next Review
1	May 2023	September 2023		May 2024
2	May 2024	September 2024		May 2025

Student Transfer Policy

1. Introduction

UCLan is registered as a Higher Education provider with the Office for Students and such we are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

2. Purpose of the Policy

The purpose of this Policy is to set out the necessary institutional arrangements that enable a student (taught or research) to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

The Policy informs the University's staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the University including, Admissions, Assessment, Fees, Recognition of Prior Learning (RPL/RPEL), Research, Student Protection Plan and UKVI Student Route visa Compliance.

It is the University's aim to ensure that students are able to continue on their current courses wherever possible, where this is not possible the University will facilitate an appropriate transfer.

Student transfer for the purpose of this Policy is defined as:

- a) Transfer to another provider from the University initiated by a student.
- b) Transfer to the University from another provider initiated by a student.
- c) Transfer between courses or modes of study at the University initiated by a student.

3. Scope and Principles

The Policy applies to all University staff and students, including a student wishing to transfer to the University.

A number of principles will be applied:

- Any student has a right to request an internal or external transfer. However, in relation to internal transfer the student does not have the automatic right to transfer to another course or mode of study. Consideration of the request will be made in line with this policy but may not be possible because of regulatory requirements, lack of the appropriate entry qualifications and/or other reasons such as the course is full.
- The University's Fee Policy contains details on fee liability and should be consulted in the event that a student initiates a transfer or course change. It is the student's responsibility to seek relevant advice in relation to fee implications of any requested transfer. This may include seeking advice from the Student Loans Company where the student is in receipt of funding from Student Finance England.

4. Transfer to another provider from the University

Should the transfer to another provider be initiated by a student the University will:

- a) Confirm any completed credit or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript. Eligibility for any appropriate exit award would be determined in accordance with the relevant Academic Regulations.
- b) Advise upon and calculate any fees due in line with the University's Fee Policy.
- c) Transfer a research student in accordance with the University's Research Regulations.

5. Transfer to the University from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the University will consider:

- a) The admission of a student on to a similar course in a cognate area or an alternative award, taking into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the University's Admissions Policy for taught awards and, where appropriate, utilising RPL/RPEL processes.
- b) The admission of a research student in accordance with the University's Research Regulations.

6. Transfer between courses or mode of study at the University

As a consequence of a student initiating a transfer between courses, a change of mode of study or a change between different UCLan campus the same process will be followed. the University will consider:

- a) For undergraduate and postgraduate taught students this will be facilitated through the course change process as described on the Student Portal: https://www.uclan.ac.uk/students/support/study/change_your_course.php
- b) Any request from a research student will be in accordance with the University's Research Regulations.

7. Advice and Support

In the event of an individual student transfer, academic advice and support will be available via the Course Leader, Academic Advisor or Research Supervisor.

Advice is also available from Student Services or the Student Administration team in Academic Registry. For international students, personal and/or immigration advice linked to the course transfer process is available from the Student Immigration and Compliance Team.

Independent advice is available for all students from the SU Advice Centre.