

Student transfer policy

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 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.
- 1.2. The purpose of this policy is to set out the institutional arrangements that enable a student to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.
- 1.3. 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, the policy also applies to students external to Amity and all the staff involved in the student transfer process.
- 1.4. In this policy, student transfer is defined as:
 - a) Transfer to another provider from Amity University;
 - b) transfer to Amity University from another provider;
 - c) transfer between courses or modes of study within Amity University;
 - d) transfer as a result of the initiation of the university's student protection plan.
- 1.5. Transferring is a process whereby a current student either at Amity or at another university moves from one-degree courses to another or one mode of study to another, for example from full-time to part-time.

2. Implications of the student transfer process

- 2.1. Transferring to a different university or changing your degree may have implications for your studies and your finances.
- 2.2. Before initiating a transfer request, students are advised to consider the possible implications related to:
 - a) Student loan arrangements (if applicable);
 - b) The calculation of the final degree classification;
 - c) UKVI rules and regulations related to transferring studies/institutions (If studying in the UK on a Tier 4 visa).



3. Student transfer

3.1. Transfer to another education provider from Amity University

- 3.1.1. Where a current Amity student would like to transfer from Amity to a different education provider, the possible implications of the transfer should be considered and discussed with your academic adviser/personal tutor and/or programme leader prior to any action.
- 3.1.2. To begin the process of transferring, a registered Amity student must first complete the student withdrawal form, available on Moodle.
- 3.1.3. Once the withdrawal has been confirmed, the university will:
 - a) Confirm any completed credit level or study undertaken as appropriate to facilitate the student transfer to another provider. For each full-time year of an undergraduate degree completed, 120 CATS or 60 ECTS credits are awarded;
 - b) calculate any payments due or to be refunded in accordance with the tuition fee policy.

3.2. Transfer to Amity University from another education provider

- 3.2.1. Amity will consider applications on their individual merits to direct entry into the second year of undergraduate degree courses where applicants have completed or are due to complete a year of study on a relevant course.
- 3.2.2. Applicants are required to submit an application via the appropriate application method (such as UCAS) in order to be considered for second year entry. The applicants must include the following information in order for the university to assess their suitability for the course:
 - a) A recent transcript outlining all courses, modules and assignments completed or being taken as part of the current programme of study and the marks achieved;
 - b) a predicted grade/classification from the current tutor, preferably as part of the academic reference;
 - c) a list of all academic and professional achievements to date;
 - d) a personal statement including reasons for requesting entry to Amity for that particular course.
- 3.2.3. In assessing an application from a student who wishes to transfer to an undergraduate course, the university will consider:
 - a) The course entry requirements;
 - b) the timing of the request;
 - c) completed credit level of study;
 - d) other previous study as appropriate.

This process will be facilitated through the admission policy and, where appropriate, the recognition of prior learning policy.

- 3.2.4. If a student applying for a course is coming from a non-UK institution, their application shall be assessed with use of the European Credit Transfer and Accumulation System (ECTS), in which 60 ECTS correspond to 120 CATS.
- 3.2.5. The typical skills expected to be acquired during qualification level 4 are:
- a) Knowledge of the underlying concepts and principles associated with the area of study and the ability to evaluate and interpret these within the context of the subject area;
 - b) the ability to present, evaluate and interpret qualitative and quantitative data in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of the subject area;
 - c) evaluate the appropriateness of different approaches to solving problems related to the subject area;
 - d) communicate the results of the study work accurately in a structured way and with coherent arguments;
 - e) undertake further training and develop new skills within a structural and managed environment.
- 3.2.6. Any student wishing to transfer to Amity from a non-UK institution will be required to demonstrate that they have sufficient CATS or ECTS or they have gained the skills and knowledge given above.
- 3.2.7. The University will make a timely decision on whether to offer a place on the second year of a course. Where courses or modules previously taken do not satisfactorily match the core components of the degree at Amity, an alternative offer, such as onto the first year of the course, may be made.
- 3.2.8. Students from another institution wishing to transfer to Amity should contact the admission office who, following a preliminary check, will advise the student if they should apply. You should submit your application via UCAS. Once the UCAS application is received, it will be referred to the relevant academic programme leader for assessment and consideration.
- 3.2.9. Following approval of an applicant's request to transfer to an Amity course, the admission office will provide confirmation to the applicant.

3.3. Transfer between courses or modes of study at Amity University

- 3.3.1. If a Amity student initiates a process of transferring between courses the university will consider their application.
- 3.3.2. The transfer of a student to a similar course, or an alternative award, taking completed credit, level of study and other previous study into account will be facilitated through the internal transfer process.
- 3.3.3. If an Amity student initiates a process of transferring between modes of study, the transfer will be facilitated through the internal transfer process.

3.4. Course transfers for Tier 4 students

- 3.4.1. Tier 4 Students wishing to transfer to Amity from another higher education institution or wishing to transfer from Amity to another higher education institution, will be subject to current UK immigration rules.
- 3.4.2. Before initiating any transfer, students are advised to contact the international student adviser and the compliance team to discuss all the implications related to their transfer process
- 3.4.3. Tier 4 students wishing to transfer to another institution must first complete the student withdrawal form, available on Moodle.
- 3.4.4. Tier 4 students who are transferring to another institution will have their sponsorship from the current institution withdrawn. Students are advised to contact their new institution for details on how to apply for a new Tier 4 visa.
- 3.4.5. A current Tier 4 student at Amity wishing to transfer to another institution should also check their current responsibilities in relation to their Tier 4 visa. Further information is available on Moodle. Please also access further information from UK Visas and Immigrations on the gov.uk website.

3.5. Transfer as a result of the initiation of the university's student protection plan

- 3.5.1. The university is committed to teaching out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for students studying with Amity University.
- 3.5.2. In the event that the continuation of study cannot be sustained, Amity University will support the students in transferring to an alternative provider and/or will, as appropriate, refund and compensate the students.

4. Refunds and compensation

- 4.1. The deposit and refund policy contains details of the university's position on refunds and compensation in the event that a student initiates a transfer or a course is discontinued by the university.

5. Advice and guidance

- 5.1. In the event of an individual student transfer, academic advice and support will be available via the Academic Adviser, Programme Leader, Personal Tutor and Student Services.
- 5.2. In the event that the University's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate Head of Department.
- 5.3. Personal and financial advice for students is available through the student services team.

- 5.4. For international students, personal and/or immigration advice linked to the course transfer is available from the International Student Adviser and the compliance team.

6. Right of appeal

- 6.1. To safeguard the interests of applicants, the University has a complaints and appeals procedure for applicants. The university seeks to ensure that all complaints and appeals submitted by applicants are investigated thoroughly, dealt with promptly and processed with due regard to the equality and diversity policy.
- 6.2. A complaint or appeal must be submitted by the applicant. The university will not consider any complaints or appeals which are submitted by third parties, nor will the university investigate complaints which are submitted anonymously. All complaints and appeals made by applicants will be dealt with within two weeks from the date of the complaint.
- 6.3. In submitting complaints, complainants must identify where the university's processing of their application has deviated from the university's documented processes, and/or the relevant admission criteria. A complaint may arise about the initial consideration of an application or during later processing. Where a complaint or appeal arises from a communication of the university's decision, this must be submitted within 28 days following receipt by the applicant. A complaint or appeal should be submitted in writing to the Academic Registrar.

Appendix A: Internal student transfer process

1. Introduction

- 1.1. 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 student does not have an automatic right to transfer from one course or mode to another.
- 1.2. Internal transfers are a subset of the admission process. Students are effectively applying for a place on a new course. They must meet the admissions criteria of the course for which they are applying and be formally accepted onto the new course.
- 1.3. A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from the student services team, in order to make an informed choice.
- 1.4. Only some Tier 4 sponsored students are permitted by UKVI to change from the course they are currently studying, and for which their CAS was assigned, to an alternative course without first completing their current course. All transfer requests for Tier 4 sponsored students must be forwarded to the compliance team for written approval prior to processing by the academic department, as the university reserves the right to refuse the request where it does not meet the requirements of the Tier 4 Sponsor Guidance. The ability to change course is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave.

2. Transfer process

- 2.1. It is a student's responsibility to approach nominated staff on the course from which they are exiting, such as the Programme Leader, for approval of the transfer and sign-off of their form.
- 2.2. Students seeking to transfer should provide all relevant information required by the new course team in order to evidence that they meet the admission criteria.
- 2.3. Approval for the transfer must be sought from the Programme Leader for the course that the student wishes to join. Decisions will be made in line with the admission policy, recognition of prior learning policy and other relevant policies (e.g. applicants with disabilities policy). Financial issues may be considered by the university.
- 2.4. The Programme Leader of the new course the student wishes to transfer to has the right to decline the request.
- 2.5. If a transfer is approved for the end of the academic year, the credits (not grades) from the original course will be recorded on the student's new course record in line with the recognition of prior learning policy. Only grades achieved whilst enrolled on the new course

will be used to calculate the final award outcome, in line with the relevant assessment regulations.

- 2.6. An in-year transfer must be completed and approved within two weeks of the start date of the course unless the modules for the current course satisfy those for the new course, and no change in module selection is required. Unless the transfer is in the first year of an award, the academic department should be satisfied that the learning outcomes from the original course meet the requirements for the new course, as per the recognition of prior learning policy.
- 2.7. An end of the academic year transfer may be considered, provided that:
 - a) The student continues to attend their original course, attempts any associated assessments and is in a position to progress from the original course under the relevant assessment regulations.
 - b) The academic department is satisfied that the learning outcomes from the original course meet the requirements of the new course, as per the recognition of prior learning policy.
- 2.8. Students who have exhausted all opportunities to achieve the required credits on designated modules, and whose study has been discontinued by an assessment board, may be considered for transfer onto an alternative award subject to the standard processes. Attention should be paid to a student's record of engagement/attendance, in the absence of any extenuating circumstances, when reaching a decision.
- 2.9. Where a course transfer takes place that requires a student to repeat a Level, the following should be noted:
 - a) Any modules undertaken on the original award must not be repeated on the new award, in line with the relevant assessment regulations. In circumstances where this is necessary, the academic department should either identify alternative module(s) or the credit(s) (not grades) should be transferred to the new course via the recognition of prior learning policy.
 - b) If the transfer occurs mid-year the student may choose to complete the year or interrupt their studies for the remainder of the academic year.