



# UNIVERSITY OF HULL

## STUDENT TRANSFER POLICY

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<i>Version:</i>	<i>1</i>
<i>Version issued on:</i>	<i>15th January 2020</i>
<i>Review date:</i>	<i>1st June 2021</i>
<i>Consultation process:</i>	<i>University Management Team (UMT) and Legal Services</i>
<i>Ratified by:</i>	<i>Education Committee</i>
<i>Target audience:</i>	<i>All University students, staff and applicants</i>
<i>Distribution:</i>	<i>Website and Sharepoint</i>

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## Student Transfer Policy

### 1 Introduction

- 1.1 All registered providers of Higher Education are required to publish the arrangements it has in place to facilitate student transfers in accordance with the [Higher Education Research Act](#) (HERA) 2017 and the Office for Students Regulatory Framework 2018. This policy sets out the arrangements in place at the University of Hull.
- 1.2 The formal definition of “Student Transfer” as defined by the Office for Students is outlined in [section 38 \(2\) and \(3\)](#) of HERA.

### 2 Purpose

- 2.1 For the purpose of this policy, the term ‘transfer’ refers to the process by which a current student, either studying at the University of Hull or at another Higher Education Institution, moves (‘transfers’) from one degree programme to another. Existing students at the University of Hull may transfer to another programme within the University of Hull, from the University of Hull to another Higher Education Institution, or if studying at another Higher Education Institution, they may transfer to the University of Hull.
- 2.2 This policy sets out the principles of student transfer, ensuring compliance with institutional regulations and policies including Admissions, Assessment, fees, the Student Protection Plan and UKVI compliance.
- 2.3 The University is fully committed to supporting students (taught or research) to complete their programme of study at the University of Hull wherever possible. Where this is not possible, the University will facilitate an appropriate transfer to enable continuation of study.

### 3 Scope

- 3.1 This statement applies to:
  - current students at other Higher Education Institutions wishing to transfer to a programme of study at the University of Hull;
  - current students at the University of Hull who wish to transfer to another programme at an alternative Higher Education Institution; and
  - current students at the University of Hull who wish to transfer to another programme within the University of Hull

### 4 Consideration of transfer implications

- 4.1 Transferring to a different institution or degree may have implications on studies or finances. Before formalising a transfer, students are advised to consider the following possible implications:
  - Student Finance England loan arrangements (where applicable)
  - If studying in the UK on a Tier 4 visa, [UKVI rules](#) around transferring studies/institutions (paragraphs 239-271)
  - Your final degree classification (other institutions will have different regulations and only credit studied at the University of Hull will count towards the classification of award)
  - If undertaking a postgraduate research degree, that the alternative Higher Education Institution has the capacity, capability and infrastructure to allow for the transfer of the research project
  - Where degree programmes have associated professional, statutory or regulatory body requirements, that there are no potential transfer implications

## **5 Process for transferring in to the University of Hull from another institution**

- 5.1 The eligibility of a student to transfer from another Higher Education Institution to a programme of study at the University of Hull is determined by the entry criteria for the programme and the timing of the request to transfer.
- 5.2 Students from another Higher Education Institution who wish to transfer to a programme at the University of Hull should contact the University's Admissions Team ([admissions@hull.ac.uk](mailto:admissions@hull.ac.uk)) who will advise the student on the process for application (which may be via UCAS or direct application) and supporting documentation required. Students should also consider the implications for transfer as outlined in section 4.
- 5.3 For those students who are undertaking postgraduate research degrees at another Higher Education Institution and are considering transfer to the University of Hull, it is recommended that the student contact the research lead within the relevant faculty at the University of Hull to discuss potential transfer. Further information regarding Research at the University of Hull can be found [here](#).
- 5.4 The University of Hull will consider applications on their individual merit and will be assess them against the entry criteria for the programme to which the student wishes to transfer.
- 5.5 Where the proposed transfer is based upon prior accredited learning, students will be advised on the University's processes for admission via Accreditation of Prior Learning (APL). Students seeking to transfer based upon prior attainment will be required to produce a certificate or transcript to support their application. An assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer in to.
- 5.6 In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Team.

## **6 Process for transferring out of the University of Hull to another**

- 6.1 Wherever possible, it is recommended that students considering transferring to another Higher Education Institution should discuss the situation with their academic support tutor or research supervisor in the first instance.
- 6.2 Students who are currently studying at the University of Hull and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to for advice on transferring. Students should also consider the implications for transfer as outlined in section 4.
- 6.3 Students will need to withdraw from their programme of study at the University of Hull. For advice on the withdrawal process, please visit <https://myjourney.hull.ac.uk/> and follow the guidance within the ***Withdrawing from your Studies*** module.
- 6.4 Where a student achieves, or has already achieved, an interim award, the student will be eligible to have this conferred at the next available graduation ceremony, and will be awarded a certificate and transcript confirming the award. Where a student has completed and passed modules, but does not have sufficient credit for an interim award, the student will be issued with a transcript confirming their completed credit. Where a student requires confirmation of their credit and / or award in advance of the issuing of an official University certificate or transcript to facilitate their transfer to another institution, a letter confirming attainment may be obtained from Registry Services. Please email [registry@hull.ac.uk](mailto:registry@hull.ac.uk) to request this.

## **7 Process for transferring within the University of Hull to a different degree**

- 7.1 The eligibility of a student to transfer from one programme to another at the University of Hull is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer.

- 7.2 Students seeking to transfer within the University of Hull should contact their Academic Support Tutor or research supervisor in the first instance to discuss their request. If, following this discussion, a student still wishes to transfer, they should then contact the Programme Director for the programme they wish to transfer in to.
- 7.3 Students may formally request to transfer by completing the transfer request form available on <https://my.hull.ac.uk> . Students will need the permission of the Programme Director in the department they wish to move to in order to gain approval for the transfer. Decisions of the outcome will be communicated to students via email.

## **8 Transfer as a result of initiation of the University of Hull Student Protection Plan**

- 8.1 The university is committed to teaching-out any programmes that are planned for future closure. In the unlikely event that teach-out would not be possible, the University of Hull will support the student in transferring to an alternative provider and / or will, as appropriate, refund or compensate the student in accordance with the [University Student Protection Plan](#) arrangements.
- 8.2 Where the student has achieved credit / award, the University of Hull will ensure the student is given the relevant award / credit to enable timely transfer over to an alternative provider.

## **9 Advice and support**

- 9.1 In the event of an individual student transfer, advice and guidance can be sought from the programme director, academic support tutor or research supervisor.
- 9.2 Personal or financial advice for all students (including Visa and immigration advice for International Students) can be accessed via the Central Hub based within Student Services on the first floor of Student Central.
- 9.3 Independent advice is available from the Advice Centre within the Hull University Students Union on the second floor of Student Central.

## **10 Contacts**

- 10.1 Further information regarding the student transfer processes can be obtained from the following:
- For transfer from the University to another provider, please contact your Academic Support Tutor or research supervisor in the first instance.
  - For transfer to the University from another provider, please contact [admissions@hull.ac.uk](mailto:admissions@hull.ac.uk)
  - For transfer between courses at the University, please contact your Academic Support Tutor or research supervisor in the first instance.

## **11 Related policies and regulations**

- 11.1 This policy has been developed in conjunction with and should be read in conjunction with the following [policies and procedures](#);
- Admissions policies
  - Quality Handbook (Learning, Teaching and Student Academic Policies and Procedures)
  - Fees and funding

## **12 Further information**

- 12.1 For further information on anything in this policy document, or for availability in larger text format, please contact University of Hull Student Services in the first instance.