

Programme Transfer Policy for Higher Education

This document provides guidance for the following students:

- Current LIBF students seeking a transfer to another LIBF HE programme
- LIBF students transferring to another Higher Education Provider (HEP)
- Students transferring from another HEP to LIBF

Apprentices

Please note that there are separate apprenticeship rules and any decision/instruction to transfer programmes would be the decision of the employer. For further information please contact the Apprenticeships Team: apprenticeships@libf.ac.uk

1. Overview

- 1.1 We recognise that there may be many reasons why a student may wish to change their programme of study. This could be because they no longer have an academic interest in their chosen programme or wish to pursue a different academic area from their original programme choice.
- 1.2 We also recognise that students may wish to transfer to a different mode of study, subject to availability, particularly if their personal circumstances change.
- 1.3 On occasions there are academic reasons for a programme transfer and we may recommend this based on performance and academic judgement.

2. Principles

- 2.1 There is no automatic right to a programme transfer.
- 2.2 Programme transfers are subject to availability i.e. programme, mode and space.
- 2.3 A programme transfer will only be granted after careful consideration of a student's ability to meet the entry requirements and/or learning outcomes of the programme they wish to transfer to.
- 2.4 LIBF will give due consideration to all cases and in line with our [General and Academic Regulations for Students](#) and [Code of Practice for Quality Assurance](#). Any decision taken by us on programme transfer is based on performance and academic judgement. The decision cannot be appealed.
- 2.5 A student may request to transfer from one programme to another at any time during their current year of study, but the deadline for applications to transfer programme is one month before the programme starts.

3. Advice and Guidance

- 3.1 If a student is considering transferring programmes it is essential that they seek advice before making a formal application. The student should speak with the relevant Programmes Team as the transfer may have implications regarding length of study/enrolment, financial and visa requirements. Students should be aware of any time limits as set out in [Section 5.5](#) of our General and Academic Regulations for Students.
- 3.2 Students should seek advice from the relevant Programmes Team as a transfer may affect the modules to be taken. Students will need to accumulate sufficient credits to progress between levels of study and ultimately to obtain an award:
- | | |
|-------------|--------------------------|
| 360 credits | Undergraduate degree |
| 180 credits | Masters degree |
| 120 credits | Postgraduate Diploma |
| 60 credits | Postgraduate Certificate |
- 3.3 A student's career options may also be affected if they change to a different programme. The Careers and Employability Team will be able to provide support and guidance.
- 3.4 Students should be aware that the options open to them decrease as they progress through their studies. It is also unusual for a change to be approved after the end of Level 5 for undergraduate students, although it is permissible. It would normally require a student to start from Level 5 of the programme that they wish to transfer to in order to fulfil the requirements of that programme. It is, therefore, important that students speak to the relevant Programmes Team as soon as they realise that they may want to transfer programme. This will enable the student to understand more fully the academic requirements.

4. Criteria and Conditions

- 4.1 Students can only transfer to a different programme if the programme is available or mode of study is available and has sufficient spaces. The transfer must be in the interests of the student and not to the detriment of the learning experience of existing students.
- 4.2 Students must demonstrate that they meet the academic criteria for the new programme. This applies unless there are academic reasons for which a programme transfer is sought or recommended.
- 4.3 Consideration will be given to the student's academic performance as well as other factors such as motivation for study, engagement and attendance.
- 4.4 Students may be required to attend an interview as part of the programme transfer process.
- 4.5 When a student transfers to a new programme, it is expected that they will complete its full academic requirements. However, it may be possible to allow some or all of the credit previously gained to be transferred. Modules not previously

attempted on the original programme and taken as part of the new programme will be treated as a first attempt and, therefore, will not be capped at the pass mark.

- 4.6 Students who transfer may be required to undertake formal study of modules or required to commit to undertake additional reading ahead of commencement of the new programme and complete a number of formative assessments relating to key modules not taken in order to make up for subjects not covered during their year of studies.
- 4.7 Undergraduate students who transfer after Level 5 of the original programme are normally required to commence the new programme at the start of Level 5 in order to fulfil the requirements of the new programme.

5.0 Applying for a Programme Transfer

Students should speak with the relevant Programmes Team to discuss their options and implications of transferring programmes. It is the student's responsibility to take note of any advice given to them during discussions about transferring.

5.1 LIBF Students

If a student is advised that their request to transfer is appropriate, they should complete Part A of the Programme Transfer Application Form and return it to the relevant HE Programmes Team. Students should include an explanation of why they wish to change programme; this should be a written statement of no more than 300 words. Once the Programme Transfer Application Form has been received, the Programmes Team will liaise with the Head of Faculty to determine what, if any, contribution previous achievement should make towards fulfilling the requirements of the new programme. The student will be notified of the requirements needed to fulfil the new programme.

5.2 LIBF students transferring to another HE Provider

Students who have decided to withdraw or unable to progress with us will be withdrawn from their programme. A transcript of their achievements will be provided within one calendar month following the Programme Assessment Board. However, to help students in the transfer process, the relevant Programmes Team will provide an unofficial transcript within five working days upon request. Support and guidance is also available from the relevant Programmes Team to facilitate their transfer.

5.3 Students transferring to LIBF from another HE Provider

Applications to LIBF are managed by the HE Programmes Team. Students will need to provide a transcript and/or module information on their previous programme of study as part of the admissions process and, if appropriate, to enable accreditation for prior learning (APL). Transfers to Level 5 will only be considered if there is a significant match to the modules studied in Level 4 of LIBF's full-time undergraduate programmes. Transfer to Level 6 is not permitted unless there is a specific

arrangement in place with the previous provider. The student will be notified of any requirements needed to fulfil the new programme.

6.0 Approval (transferring programmes within LIBF)

The Programme Transfer Form will be reviewed and if approval is given will be signed off by the relevant Programme Manager and Head of Faculty. The student will be notified when a decision has been reached.

- 6.1 Until approval is given, the student will remain registered on their current programme and will be expected to comply with all its requirements, including attendance at all classes / webinars and completion of assessment.
- 6.2 If applicable, we will notify the Student Loans Company of any changes to the student's programme.
- 6.3 Further advice and guidance on the procedure for seeking a programme transfer is available from the relevant Programmes Team, details below:

Full-time Undergraduate enquiries, email ftp@libf.ac.uk, or visit the Student Support desk located on the 4th floor at our Lovat Lane Campus

Postgraduate enquiries, email masters@libf.ac.uk, or visit the Student Support desk located on the 4th floor at our Lovat Lane Campus

Part-time undergraduate enquiries, email ptp@libf.ac.uk

Degree Apprenticeship enquiries, email apprenticeships@libf.ac.uk