

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

2. Principles

- 2.1. Programme transfer between Higher Education Institutions (HEI) is possible, dependent on each HEI's Academic Regulations.
- 2.2. Programme transfers are subject to availability.
- 2.3. Transfer rules may differ depending on the original mode of study you are undertaking. You should first consult your specific programme's guidance on requirements around requesting a transfer.
- 2.4. A programme transfer will only be granted after careful consideration of your ability to meet the entry requirements and/or learning outcomes of the programme you wish to transfer to.
- 2.5. LIBF will consider all cases 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 your performance and academic judgement. The decision cannot be appealed.

3. LIBF students transferring to another HE Provider

- 3.1. Students who have decided to withdraw or are unable to progress with us will be withdrawn from their programme. A transcript of their achievements will be provided within one calendar month of the Programme Assessment Board. However, to help students in the transfer process, the relevant support team will provide an unofficial transcript within five working days upon request. Support and guidance is also available from the relevant support team to facilitate their transfer.
- 3.2. **Students transferring to LIBF from another HE Provider**
- 3.3. Applications to LIBF are managed by admissions@libf.ac.uk. 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.

4. LIBF students transferring programmes within LIBF

You may submit a request for transferring from one programme to another. The time to process your request will be up to one calendar month. If your request is accepted, you will be notified of the next opportunity to join your new programme.

5. Advice and Guidance

- 5.1. If you are considering transferring programmes it is essential that you seek advice before making a formal application. You should speak with the relevant support team as the transfer may have implications for your length of study/enrolment, financial and visa requirements.

On-campus programmes	hesupport@libf.ac.uk
Postgraduate MENA programmes	libfmena@libf.ac.uk
MSc Banking & Finance online programmes	pgonline@libf.ac.uk
All other online and blended programmes	service@libf.ac.uk

- 5.2. You should be aware of any time limits as set out in our General and Academic Regulations for Students.

- 5.3. You should seek advice from the relevant support team, detailed above, as a transfer may affect the modules you need to take. You 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

- 5.4. Your career options may also be affected if you change to a different programme. The Careers and Employability Team will be able to provide support and guidance.
- 5.5. You should be aware that the options open to you decrease as you progress through your 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 that you start from Level 5 of the programme that you wish to transfer to in order to fulfil the requirements of that programme. It is, therefore, important that you speak to the relevant Student Office or Programme Team as soon as you consider you may want to transfer programme. This will enable you to understand more fully the academic requirements.

6. Criteria and Conditions

- 6.1. You 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 your best interests and not to the detriment of the learning experience of existing students.
- 6.2. You must demonstrate that you meet the academic criteria for the new programme. This applies unless there are academic reasons for which a programme transfer is sought or recommended.
- 6.3. Consideration will be given to your academic performance as well as other factors such as

motivation for study, engagement and attendance.

- 6.4. You may be required to attend an interview as part of the programme transfer process.
- 6.5. When you transfer to a new programme, it is expected that you 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.
- 6.6. You 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 your previous year of studies.
- 6.7. 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.

7. Applying for a programme transfer

7.1. LIBF Students

If you are advised that your request to transfer is appropriate, you should complete Part A of the Programme Transfer Application Form and return it to the relevant support team. Students should include a short, written explanation of why they wish to change programmes. Once the request has been received, the support team will liaise with Faculty to determine what, if any, contribution previous achievement should make towards fulfilling the requirements of the new programme. You will be notified of the requirements needed to fulfil the new programme.

8. Approval (transferring programmes within LIBF)

- 8.1. The Programme Transfer Form will be reviewed and if approval is given will be signed off your programme lead. The student will be notified when a decision has been reached.
- 8.2. 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.
- 8.3. If applicable, we will notify the Student Loans Company of any changes to the student's programme.
- 8.4. Further advice and guidance on the procedure for seeking a programme transfer is available from the relevant support team, detailed below:

On-campus programmes	hesupport@libf.ac.uk
Postgraduate MENA programmes	libfmena@libf.ac.uk
MSc Banking & Finance online programmes	pgonline@libf.ac.uk
All other online and blended programmes	service@libf.ac.uk