

Brooksby Melton College

Higher Education Course Transfer Policy

IMPACT ASSESSMENT:

This policy has been considered for impact upon age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender and sexual orientation.

DATE FOR REVIEW: SEPTEMBER 2021

RESPONSIBILITY: HE Quality Manager

APPROVED BY BOARD: N/A

1. Introduction

Transferring is the process whereby a current student at BMC, or another institution, moves from one degree programme to another. This includes students transferring to BMC from another institution and transferring between BMC programmes.

This policy applies to students external to BMC; current BMC students; and BMC staff involved in the transfer process, and is relevant to Taught programmes only.

2. The Procedure

2.1 Process for students transferring to BMC from another institution:

The eligibility of a student from another institution to transfer to a BMC programme is determined by the relevant programmes' entry criteria.

A student from another institution wishing to transfer to a BMC undergraduate programme should contact the Admissions Service at admissions@brooksbymelton.ac.uk who will, following a preliminary check, advise if they should apply, which must be completed via UCAS.

Once the UCAS application is received it will be considered by the Admissions Service in consultation with the Programme Area Manager for the relevant subject. If the Programme Area Manager is not available, consideration may be taken by the Course Programme Lead for the subject, the Head of Faculty for the area, or the Director or Curriculum. Alongside the UCAS application, the Admissions Service will request a current academic transcript and consider all previous academic qualifications. Following approval of an application, the decision is communicated via UCAS.

Applicants may be required to meet conditions of entry, such as successful completion of their current studies. The School of Study may require specific course profile arrangements (including named modules), and will require evidence of the original certificate or transcript at enrolment.

If an application to transfer is rejected, the Admissions Service will consider whether the student is eligible for an alternative entry point. All decisions are communicated by the Admissions Service and, should the Applicant wish to appeal the decision, they are advised to consult the Admissions Policy <https://he.brooksbymelton.ac.uk/privacy-policy/policies-and-procedures/>

In some cases, students will be seeking Accreditation of Prior Certificated Learning (APCL) or Accreditation of Prior Experiential Learning (APEL). In these cases, in addition to the above, guidance is provided via the APCL/APEL Policy <https://he.brooksbymelton.ac.uk/privacy-policy/policies-and-procedures/>

2.2 Current students wishing to transfer course are requested to complete one of the following forms;

FORM A available from the Admissions team – Undergraduate students only

This form is for students who wish to transfer to another programme of study starting at year 1 or year 2, even if it is within the same curriculum area.

The relevant Programme Area Manager for the programme the student wishes to transfer to will consider the course change request. They will check whether the modules comply with the new course profile requirements. Where appropriate, students may be required to take specific modules in place of optional modules. If the student does not meet the requirements of the course profile, then a concession must be obtained showing full details.

The transfer needs to be approved by the Admissions Service and the HE Head of Faculty.

Any transfer request will be subject to a place being available and entry requirements being met. The Student needs to be in good academic standing.

Transfer requests should be submitted by the end of week 2 of Semester 1. Transfers submitted in week 3 and 4 will require both agreement from the receiving School of Study and a concession from the HE Head of Faculty. Late transfer requests may be refused.

Transfers into Year 2 are only approved if the student has already studied a substantial amount of the Year 1 course content of the programme. .In order to transfer to the second year of a programme when Core or Compulsory modules have not been completed in the first year, the receiving curriculum area will need to secure a concession. Any offer may require passing all credits in the current course with a specified average year aggregate.

If the application to transfer is rejected at any point, a clear account of the reason will be given by the relevant curriculum area or the Admissions Service.

Role of the Adviser

For all transfer requests the student must meet with their Course Programme Lead or, in their absence, the Programme Area Manager for the curriculum area or the HE Quality Manager. This is an opportunity for the student to discuss with their advisor the reason(s) for the transfer request. The Adviser is a source of advice and guidance for the requester. The Adviser's role is also to check that the student understands that transfers are subject to availability, and provide advice on whether the transfer is possible (i.e. is the student in good academic standing, is the request beyond the 4 weeks.)

Further Information

In case of any enquiry relating to this policy, please contact admissions@brooksbymelton.ac.uk.