City, University of London
Student Transfer Statement 2020

City, University of London recognises that in some circumstances it may be necessary or desirable for a student to transfer from one programme of study to a different programme of study. A student may also wish to transfer from one University to a different University.

At City, ‘Student Transfer’ is where:

i. a City student moves from a City programme of study to a different programme of study at City or a programme of study at a different University; or

ii. a student studying on a programme of study at a different University moves to a programme of study at City.

City, University of London’s draft Student Transfer Policy is currently undergoing consultation and will be published on our website in the summer of 2020. For information regarding City’s student transfer process, current City students who wish to transfer to a different programme of study at City or to a different University should contact their relevant School’s Course Office and/or Personal Tutor. To find out how to contact City’s Course Offices, please click here.

Students who wish to transfer to City from a different University should contact City’s Admissions Office by clicking here and selecting ‘Admissions Enquiries’.

In relation to transferring to another programme within City, a number of factors will be considered which include:

i. Spaces available on that particular degree to support a high-quality learning experience;

ii. The qualifications a student holds relevant to the degree programme;

iii. If the student wishes to transfer part-way through a programme, whether the modules/credit/marks a student has already taken and obtained are a relevant academic fit into the learning outcomes of the degree to which they wish to transfer;

iv. If the student meets the Programme requirements of the programme they want to change to;

v. Whether any additional Professional, Statutory and Regulatory Bodies restrictions or regulatory requirements would make a transfer impractical.

Where other requirements are met, the best approach to integrating a student onto the programme in relation to their prior learning (including any exemptions where learning outcomes have been met in relation to the programme to which the student wishes to transfer) and their future learning. This includes consideration of timing at which a transfer would best work from a learning perspective.

There may be fees implication when a student transfers between City programmes or between Universities. If a student transfers to or from a different University or between programmes at City, their tuition fees and additional cost of study change. Depending on the timing of transfer, the change in tuition fees could be backdated to the beginning of the academic year.
Students who wish to transfer between City’s programmes of study or to City should refer to the relevant Fees website of the new programme they wish to study for fees information.

International students studying on a Tier 4 visa who wish to transfer between programmes of study as well as to and from City are subject to current UK immigration rules. Permission to transfer into a different programme of study will be dependent on meeting the UK Government immigration rules.

For further information about immigration issues and how this may affect Tier 4 students, please visit Tier 4 (General) Student Visa Information website. For immigration-related questions, please contact visaadvice@city.ac.uk.

***City, University of London’s draft Student Transfer Policy is currently undergoing consultation. It will be published shortly and no later than May 2020. Please refer any questions about the proposed Policy to Yewande Akindele, Head of Quality and Academic Development via email: (yewande.akindele@city.ac.uk)***