

STUDENT TRANSFER POLICY

Scope: All programmes leading to an award of City, University of London.

Senate Regulations

[Senate Regulation 19 Assessment](#)

Date approved/re-approved:

Approved by Senate October 2020

Date for review: To be reviewed on a periodic basis, with allowance for minor annual updates of roles and responsibilities by Educational Quality Committee, as required by changes in law or in operational practices.

Student Transfer Policy

A. Introduction

1. Transferring is the process whereby a current student, either at City or at another Institution, changes from one degree programme to another. This includes students who are:
 - a. transferring between City programmes;
 - b. transferring to City from another institution; or
 - c. transferring from City to another institution;
2. This policy sets out the framework for student transfer to and within City and applies to:
 - a. Students currently studying at another Institution wishing to transfer to City;
 - b. Current students who are fully enrolled on a programme of study at City and wish to change to another City programme or move to another Institution; and
 - c. City staff involved in the transfer process.
3. This Policy should be read alongside the following documents:
 - a. City's Admissions Policy which can be found [here](#)
 - b. Terms and Conditions of Study at City University of London and Student Protection Plan, which can be found [here](#)
 - c. Senate Regulation 19: Assessment Regulations, which can be found [here](#)
 - d. The requirements contained on our Visa and Immigration Advice webpages, which can be found [here](#).
4. In this policy "you" and "your" means a student registered for or transferring to a degree programme at City, University of London.
5. "We", "us" and "our" means the University (City, University of London) or any of its staff, depending on context.

B. Equality and Diversity Statement

6. We are committed to promoting equality, diversity and inclusion in all our activities, processes, and culture, under the Public Sector Equality Duties and the Equality Act 2010. This includes promoting equality and diversity for all, irrespective of any protected characteristic, working pattern, family circumstance, socio-economic background, political belief or other irrelevant distinction.

7. We are committed to championing equality. This includes where applicable to this policy. We will ensure that in the coordination and make up of decision-making panels we are striving to fulfil our commitments to racial equality, gender balance, and actively consider representation of other protected groups.

C. Overview and Principles

8. We commit to fully considering all student transfer requests. We will ensure, where you are joining City or moving internally across programmes, that you are provided with the right information by us to facilitate your transfer request and have the right background to successfully complete your course.
9. Your eligibility to transfer from another institution to a City programme or transfer between City programmes is determined by the relevant programme's entry criteria and the timing of your request.
10. Where your prior attainment exempts you from a module(s), a delayed start to the programme of study may be possible (in exceptional cases) if the timetable of the programme permits it. This will be determined by the relevant programme's entry criteria and the relevant School.
11. If you are transferring to City and your admission is based on prior attainment, you will be required to provide the original certificate or transcript at registration.
12. Where you are requesting to transfer within City, it should be noted at all stages, that the transfer process can only be entered into and successfully completed with the permission of your old and new programme leaders and where there are no Professional Body regulatory conditions or clinical/professional practice requirements.
13. In-year transfer to or between City programmes will not normally be permitted if more than two weeks of the academic year has passed. You should be aware that for some programmes, the transfer may be required to take place within the first two weeks at the start of the programme's academic year.

D. Internal Transfer

- Registered City Students Transferring between City Programmes (Course Change)

14. You as a current student studying at City may request to transfer to another programme of study at City. Granting you the permission to transfer to another programme will be at the discretion of the relevant school.
15. Permission to transfer will depend on a number of factors, which include:

- a. The number of students already registered for a particular degree;
 - b. The qualifications a student held before they registered at City;
 - c. The admissions quota for each degree programme;
 - d. Any deadlines of caps agreed locally;
 - e. Whether the modules a student is taking (or have already taken) fit into the regulations of the programme to which they wish to transfer;
 - f. If the student meets the new programme's transfer requirement.
 - g. Whether any PSRB restrictions or regulatory requirements would make a transfer impractical.
16. We will not usually approve a transfer if it means that you will not progress from one year to another in the expected way.
17. A programme transfer cannot be used as a way to return to the same degree programme, or an earlier year of a different degree programme.
18. If you have already completed one or two years of your programme of study, you will need to meet the transfer requirements of the programme you are changing to before you can transfer. Please contact the relevant [Course Office](#) to find out more about the transfer requirements of the new programme.
19. Your programme transfers must be considered by the relevant School(s) and approved by the School you are transferring to. Student Records and Visa Compliance (if appropriate) must be requested and approved before the final sign-off.
20. For transfers to happen at the start of an academic year, your completed programme transfer form must be submitted to and approved by the relevant School. You must submit your form by the required deadline provided to you by the Course Office of the programme you are transferring to at City.

E. External Transfer: Students Transferring to City from another Institution

- Transferring to Undergraduate Programmes at City

21. We consider admission with credit across a number of areas of the undergraduate programmes. You, as an 'Undergraduate Transfer Applicant', will need to meet the entry requirements for your chosen programme of study and have studied very similar material at your current Institution.

22. Undergraduate applicants from another Institution wishing to transfer to a undergraduate programme should contact City's Admissions Office before submitting an application. You can contact the Admissions Office by using their contact form [here](#).
23. The Admissions Office, following an initial check (which may involve going through the Recognition of Prior Learning (RPL) process to transfer your credits), will pass your information on to colleagues in the relevant Department who will run through the assessment process. The assessment process may include going through the Recognition of Prior Learning (RPL) process to transfer your credits. Once a decision is complete, we will then get in touch with you via email to confirm our assessment.
24. It is only when you have been through the process outlined above, and have received a position outcome, that you should apply for a transfer. In most cases, undergraduate applicants will be required to apply via UCAS. It is important that you contact the relevant [Course Office](#) before starting the application process because they will let you know if you do not need to apply via UCAS.
25. Please note that it is not currently possible to apply for Year 2 entry to all undergraduate courses with City's Business School.

- Transferring to Postgraduate Programmes at City

26. Students wishing to transfer to a postgraduate taught programme and postgraduate research programme should contact the relevant [Course Office](#) for the relevant programme in the first instance. The relevant Course Office will discuss your options with you. We will let you know if it is possible for you to transfer to us and will confirm to you once your transfer request is approved or denied by us.
27. We will only consider your application to transfer to a postgraduate research programme where we have suitable research expertise to supervise your project. You are advised to review the profiles of the academics in the relevant department or Research Centre before you apply. You should then consider, from the profiles of the academics who may be suited to supervising your research project.
28. We will only consider transfers for postgraduate research students where they will be registered with us for at least twelve months prior to the submission of their thesis for examination.

29. In order to be able to transfer to City for a postgraduate research your current Institution and Supervisor(s) must relinquish all rights to the intellectual property contained within your thesis. You can find more information in our [Intellectual Property Policy](#).

30. Where your admission is successful, it will be approved by the Doctoral College Board of Studies, on the recommendation of the relevant School.

F. External Transfer: Registered City Students Transferring to another Institution

31. City students who wish to transfer to another Institution should notify the relevant [Course Office](#) in the first instance to begin the withdraw process. Once your withdrawal has been concluded, the confirmation of your achievement at the Institution will be provided to you by us.

G. Students with an Interim Award

32. Where you wish to transfer from us to another Institution following completion of a level of study which provides for an award – for example, a Certificate of Higher Education is achieved through successful completion of level 4 at City (120 credits) – we will provide you with a certificate and transcript. This certificate will be made available to you following confirmation of the award by the relevant Assessment Board.

H. Students Completed Modular Blocks

33. Where you wish to transfer from us to another Institution following completion of one or more modular blocks (which has not resulted in an interim award), or a foundation programme, you will need to request for transcript from your current programme's [Course Office](#). This will be made available to you after it has been approved by the relevant Assessment Board

34. The transcript will provide details on all assessment and modular blocks undertaken by you on your current programme, and will include the level of study, the number of credits and the grades achieved.

I. Fees

35. If you transfer to a programme of study at City, you will need to pay the tuition fees for the programme you are transferring to. Current City students who transfer should note that their fees may change. You can find the tuition fees and information on additional cost of the programme you are transferring to via the relevant programme's Course Page. You can access our Course Pages [here](#).

36. Regardless of the point in the academic year that your programme transfer is processed, the change in tuition fees will be backdated to the start of the academic year. You are liable for any excess fees (tuition and any other additional costs) differential between programmes.
37. We will not refund tuition fees or any additional fees and expenses relating to your programme transfer, including where you transfer to another programme with lower fees.

J. Student Visa (previously known as Tier 4) holders who wish to transfer

38. Students sponsored by City wishing to transfer from City to another UK Institution or vice versa, will be subject to current UK immigration rules.
37. Permission to transfer to a new programme will be dependent on meeting the UK Government's immigration laws. Please note that transferring may have an impact on the length or condition of your student visa, your ability to extend your student visa in the UK and the time remaining for further study under your current **Student Visa (previously known as Tier 4)**.
38. If you are a current City student with a Student Visa (previously known as Tier 4) and are considering a transfer to a new programme of study, you must seek immigration advice from City's Visa Compliance Team by sending an email to visacompliance@city.ac.uk for details of how you may be affected. You should also visit our [Visa and Immigration Advice](#) webpages for more information.
39. Any costs or fees relating to visa or immigration status changes, incurred by you as a result of transferring programmes, will be your sole responsibility and must be paid by you.
40. City's sponsored students who are transferring to another UK Institution will have their Visa sponsorship from us withdrawn. You are advised to contact your new UK Institution for details on how to apply for a new visa.

K. Appeals or Complaints

39. In the event that your transfer to City is rejected, you will be informed by our Admissions Office or the relevant [Course Office](#). Please refer to City's Admissions Policy if you are a transfer applicant applying to City from another Institution and wish to appeal our decision or want to make a complaint. Our Admissions Policy is located [here](#).

40. Please refer to City's Senate Regulations 26: Student Complaints Procedure if you are a current City student who is dissatisfied with the way your transfer request is processed and wish to make a complaint.

L. Additional Advice and Guidance

41. For additional guidance regarding the transfer process, external students should contact our Admissions Team at www.city.ac.uk/contact.

42. For additional guidance regarding the transfer process, current City students should contact their current School's [Course Office](#).

Policy Details Table

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If you have queries about this document or if you require this document in an alternative format, please contact:	quad@city.ac.uk