



**Birmingham City University International College**

**Academic Registry**

**CPR QS17: Student Transfer Policy**

**Version 2020/01**

## **Student Transfer Policy**

Navitas UK Holdings Limited

The Navitas UK Holdings Limited (NUKH) definition of 'a student transfer' is aligned to that given in section 38 (2) of the Higher Education and Research Act (2017). Our student transfer policy is designed to enable students, the OfS and other stakeholders to have clear access to, and clarity about the arrangements for transfer.

The transfer principles for students are as follows:

- i. Students enrolled in NUKH Colleges have the right to transfer to different courses within either their existing College, another NUKH College, or another education provider. We recognise that on occasion students feel that they have made the wrong choice of course or college, or face a change in their personal circumstances that necessitates a transfer. Our commitment is to help facilitate transfers for students in this situation wherever possible
- ii. If a student wishes to transfer to another NUKH College or education provider at an appropriate point in their programme of study, this will be subject to the agreement of the other NUKH College or education provider, and students should be advised to investigate closely any possible impact on their studies and financial support arrangements. At all times transfers should be arranged with plenty of notice and at a time in the academic year to enable minimum disruption to studies.
- iii. Transfers of course within the existing college will be considered within the parameters set in the student Terms and Conditions and relevant regulations in place within that NUKH College. The college will take into consideration the studies completed to date as well as any academic outcomes achieved.
- iv. Where the student is transferring out of an NUKH College, the existing college will make appropriate arrangements for the transfer of credits (where applicable) and the provision of information about academic progress.
- v. Where the transfer is based on the enactment of the Student Protection Policy, the procedures below will be expedited in so far as possible and prioritised by NUKH.

vi. Transfer requests will be considered alongside other relevant legislative or regulatory requirements such as those covering students sponsored under Tier 4 of the Points-Based System in the Immigration Rules. Transfers for relevant international students will only be permitted where this does not breach immigration requirements for either the institution, or the student themselves.

The following specific procedure should be followed:

1. Students are expected to make initial inquiries with their existing NUKH College or other education provider about the possibility of a transfer.
2. The student should discuss the matter, including reasons for the transfer with the College Director or nominee at their existing College, who will advise the student on the process that will be followed.
3. Upon receipt of a request, the College Director or nominee will consider the request in line with the principles outlined in this document. Where the transfer request is to transfer to another NUKH College, the College will contact the College Director of that college to discuss the transfer request and issues such as the student's academic record and amount of credit accumulated. Where a transfer request is to another education provider, it is expected that a request will be made by that provider for any information that they may require in relation to the student. A decision will then be made by the receiving provider on whether the student is to be accepted.
4. The decision is then communicated to the student.
5. Any fees due to the student will be considered under the student Terms and Conditions agreed to by the student.

### **Policy Review**

This policy will be reviewed annually by Navitas UPE Academic Board, unless there are internal or legislative changes that necessitate earlier review.

The Policy was last reviewed on 12 February 2020 by the UPE Academic Board.