

# Transfers Policy



BATH SPA  
UNIVERSITY

## 1. Purpose

- 1.1 This policy sets out our approach to supporting you where you are registered on one BSU programme and wish to transfer your registration to a different BSU programme.

## 2. Scope

- 2.1 This policy applies to all students studying at BSU, including at our London campus and at partner institutions, and operates in accordance with the Equality Act 2010.
- 2.2 This policy provides you with information about:
- What we mean by transfer
  - Support available if you are thinking about transferring
  - What action you need to take and when
  - Factors we will consider in relation to transfer requests
  - How we will consider your transfer request and respond to you

## 3. Definitions

- 3.1 **Transfer:** where you are registered on one BSU programme and wish to transfer to another BSU programme. This policy sets out our approach to these circumstances.
- 3.2 **Transfer into BSU or out of BSU:** you will need to consult different policies.
- If you are currently studying at another Higher Education institution and wish to transfer to a programme at BSU, the BSU Admissions Policy and/or the Accreditation of Prior Learning Policy provides more information.
  - If you are currently studying at BSU and wish to transfer to a programme at another Higher Education institution, the Admissions Policy and/or the Accreditation of Prior Learning Policy of the **other** institution will apply.
- 3.3 If you are unsure about which process to follow, please talk to the Student Information team.

## 4. Policy

### 4.1 Levels of study in which you can transfer

You will consider your transfer request if you are studying at Level 4 or 5 on a BSU programme, or if you wish to change your registration in relation to a Professional Placement Year. We do not normally allow Level 6 transfers. We will normally only consider Level 7 transfers within the first two weeks of study.

### 4.2 Thinking about changing programme within BSU (including partner institutions)

4.2.1 Choosing a programme of study is a big decision and we recognise that some students will start a programme and decide that they want to transfer to a different BSU programme. You might make this decision very early on in your studies or at a later point. Your reason for wishing to transfer will be unique to you but might include realising that your academic or professional interests are in a different area.

4.2.2 If you know that you would like to transfer to a different programme, you should talk to the Programme Leader for your course in the first instance. They will be able to help you consider the academic implications of a transfer as well as advise you on broader matters that you may need to discuss with Student Wellbeing Services.

4.2.3 If you are finding studying on your current programme challenging and think that a transfer request *might* be an option, it is also important to talk with the Programme Leader for your course or your Academic Advisor to discuss your situation. Transferring to a different programme may or may not be the answer to addressing the challenges you are experiencing, and a conversation may help you to work this through. A meeting with Student Wellbeing Services may also be helpful in this situation.

4.2.4 Where you decide to make a transfer request, we will always aim to support this course of action. However, it is important to understand that you do not have an automatic right to transfer. A request is dependent on several programme-related factors which are listed in Section 6 of this policy.

4.2.5 You should also seek advice from the Programme Leader for your course, your Academic Advisor or from the Student Information Team about the wider student life implications of making a transfer. In many cases these implications will be straightforward, but you should check your status in relation to the following points:

- Student Loan Company arrangements if you are a UK student
- Tuition fee liability, payment points and charges
- Any bursary or scholarship that is programme-specific
- Student Visa requirements if you are an international student
- Council Tax exemption and other benefits

- Accommodation Costs/Halls of Residence Entitlement

### 4.3 Ongoing engagement in your current programme

- 4.3.1 You must continue to engage with your current programme while your transfer request is being considered. As part of approving any transfer, your academic engagement in your current programme may be considered. Continuing your engagement is particularly important if you are studying on an international student visa for which we need to make regular reports to the UK Home Office.

### 4.4 Submission of transfer requests

- 4.4.1 The Transfer of Award form must be completed for all requests. You will receive a notification that we have received your request within five working days of submission.

- 4.4.2 The responsibilities for considering and managing a transfer request are as follows:

- The Student Information Team is responsible for coordinating requests and will seek input from relevant academic colleagues and the Admissions Team.
- The Programme Leaders from the programme that you wish to leave and the programme that you wish to join are responsible for all academic decisions relating to the transfer. There is a more detailed guide for academic colleagues on the transfer process available from the Student Information Team
- The Admissions Team will be involved on relevant admissions matters

- 4.4.3 The Student Information Team may ask you for more information to help consider your request.

### 4.5 Factors we will consider in transfer requests

The timing of your transfer request within the academic year will determine the factors we will consider to inform if the transfer can be approved.

Timing	Factors
Start of year request: Transfer within the first two weeks of starting your programme once teaching has started (Level 4, Level 7)	If you meet the admissions requirements
	If we can accommodate any Reasonable Adjustments you have on that programme
	If there is space on the programme to which you wish to transfer
	The factors above plus:

<b>Timing</b>	<b>Factors</b>
Mid-year request: Transfer between week 3 of semester 1 and week 2 of semester 2 (Level 4)	Your attendance and engagement records
	Curriculum mapping, including any professional body requirements (see Section 7)
	Your supporting statement about why you would like to transfer
	Views of your current programme leader and views of the programme leader of the programme to which you would like to transfer
Direct entry request: transfer after week 3 of semester 2 of Level 4 and/or transfer into a new programme of study at Level 5	The factors above plus:
	Consideration of your assessment results, your registration record including any study breaks and Return to Study Plans.

We will also consider any situations where you are or have been on a Study Break and the implications where you are at in your studies in relation to a proposed transfer.

#### **4.6 Curriculum mapping**

- 4.6.1 We will undertake a curriculum mapping process for all transfer requests that are submitted beyond two weeks of you starting your programme. This process looks at the similarity between the content and learning outcomes of your current programme and the programme to which you would like to transfer. We will identify the gaps and assess if (i) it is feasible to create bridging work that you would need to undertake to transfer to the programme at that point in the year, or (ii) you would need to transfer to an earlier point in the programme which may mean restarting the year.
- 4.6.2 We will also consider any Professional, Statutory or Accreditation body requirements as part of this mapping process. This may include any specific requirements such as an admissions interview with the Programme Leader or another member of staff, consideration of your Fitness to Practice or Study and/or a Disclosure and Barring Service check.
- 4.6.3 Where it is identified that you will need to undertake bridging work between your current programme and the programme to which you wish to transfer, this will form a condition of your request being approved.

#### **4.7 Transfer into programmes at Level 6**

We do not normally allow you to transfer to Level 6 of a different programme.

#### 4.8 **Request to transfer to a Professional Placement Year (PPY)**

You must complete a Transfer of Award form if you wish to transfer to a Professional Placement Year. Transferring to a PPY may extend your period of registration with BSU. Before making this request, it will be necessary for you to consider any wider financial or visa implications as set out in Section 3 above. Student Services can provide you with advice on these matters.

### 5. Outcome of your request to transfer

5.1 The Student Information Team will notify you of the decision about your transfer. Where your transfer is approved, your notification will include:

- Information about any bridging activity you are required to undertake
- Any regulatory matters that you need to action (e.g. visas, student loans)
- On-going support that is available to you as you transfer your studies

5.2 If your transfer request is rejected, we will inform you of the reason/s why.

### 6. Monitoring and review

6.1 Academic Board will receive an Annual Report on Transfers that will consider the effectiveness of this procedure and an anonymised analysis of programme outcomes for students who have transferred programmes.

## Document Details

**Responsible Office:** Student and Registry Services

**Responsible Officer:** Academic Registrar

**Approving Authority:** Academic Board

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Accreditation of Prior Learning

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