**Student Internal Transfer Policy**

The University defines an internal transfer for a student as the process of transferring from their original programme of study on entry to another programme of study. Internal Transfers are the responsibility of the Advisor of Studies and Academic Selectors, as defined in Section 5 below.

This policy applies to students on undergraduate and postgraduate taught programmes and should be read in conjunction with the General Regulations of the University.

1. **Overview and Definitions of Internal Transfers**
	1. The University recognises two types of internal transfer:
		* 1. Programme Transfer: A change to a different subject area (e.g., BA English to LLB Law, BSc Computer Science to BEng Electrical Engineering, or BSc Accounting to BSc Finance).
			2. Plan Transfer: A change within the same academic discipline (e.g., BEng to MEng, placement to non-placement variants of a programme, or joint pathways where the discipline changes, such as BSc International Business to BSc Business Management, or BA Politics and History to BA Politics and Philosophy).

Where clarification on whether a change is classified as a Programme or Plan transfer, this may be sought from the Advisor of Studies, in the first instance.

* 1. There is no automatic right to an internal programme transfer. Each request is considered on its merits in accordance with this policy.
	2. Internal transfers are not permitted into certain disciplines, including but not limited to Medicine, Dentistry, Pharmacy, Nursing and Midwifery, and Social Work. Available transfer options will be advised at the time of inquiry.
	3. Internal Transfer Applications from University validated Foundation Degrees are not considered for transfers.
	4. Students are normally permitted only one programme transfer during their time at the University.

# Principles and Criteria for Internal Transfers

* 1. Key Principles of Internal Transfers:
		+ 1. Internal transfers are facilitated by the Academic Selector of the destination School in conjunction with the Admissions and Access Service, as necessary.
			2. Students must meet the entrance requirements of the destination programme, either through required qualifications or the Recognition of Prior Learning (RPL) policy.
			3. Students must discuss their proposal with their current Advisor of Studies before making a formal application.
			4. Students may be required to attend a meeting or provide additional information or evidence to support their transfer request.
			5. Students approved for transfer will be called for registration by the destination School.
			6. Schools are responsible for managing transfers and maintaining comprehensive records of transfers at an individual student level.
	2. Criteria for Internal Transfers

Internal transfer applications will be considered against the following:

* + - 1. The entry requirements for the destination programme.
			2. Student capacity of the destination programme, including any existing waitlists.
			3. Student performance in their current programme of study.
			4. The student’s academic and financial standing with the University at the time of the transfer application.
			5. Right to study checks, right to practice checks, and other clearances such as the Academic Technology Approval Scheme (ATAS).
			6. Compliance with fitness to practise requirements of the destination programme.
			7. Validity of any credit transfer by the relevant Professional, Statutory and Regulatory Bodies (PSRBs) for professionally accredited programmes.
	1. Students are responsible for investigating and considering the implications of an internal transfer application, including financial impacts (e.g., tuition fees, student loans, and living costs), changes to study duration, academic workload, and impact on further study and employment opportunities.
	2. International students subject to visa restrictions must consult with the Immigration Support Service before applying for an internal transfer offer to understand the implications on their visa status.
	3. There is no right of appeal to this policy.

# Procedures for Considering Programme Transfer Applications

# The Programme Transfer Process can be summarised in three stages:

# Endorsement by current Advisor of Studies

# Review of the Transfer Application by Destination School of Programme

# Notification of Internal Programme Transfer Application Outcome

* 1. Stage 1: Endorsement by Current Advisor of Studies:
		1. The purpose of this stage is to ensure that a student receives appropriate advice and support from their current School, enabling them to reach an informed decision on whether to make a programme transfer application.
		2. Consultation with the Current Advisor of Studies:

Students should approach their current Advisor of Studies to begin the transfer application process. The Advisor of Studies role is pivotal in ensuring the student receives comprehensive guidance through:

* + - 1. Understanding Motivations: Discussing the reasons for the transfer to provide tailored academic advice and explore alternative options if applicable.
			2. Implications of Transfer: Explaining potential academic impacts, changes in study duration, and financial consequences.
			3. Criteria Review: Considering the student’s eligibility based on the transfer criteria.
		1. Application Submission:

The student must complete and submit the [**Student** **Internal Transfer Application form**](https://cmst4.qub.ac.uk/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=ad4b41f094dc674b92c5f4d12a5139ca26c833f9). All required documentation should be attached, as stipulated in the form instructions.

* + 1. Endorsement by Current Advisor of Studies:

The Advisor of Studies reviews the completed application. Endorsement should only proceed if the Advisor of Studies is satisfied that the student understands the implications and criteria of the transfer. This endorsement is a prerequisite for further consideration by the destination School.

* + 1. Submission to Destination School:

Completed and endorsed transfer applications are submitted and will be shared with the Academic Selector in the destination School.

* 1. Stage 2: Review by Destination School of Programme Transfer Application
		1. The timing of an internal programme transfer application within the academic year cycle dictates how applications are considered.
		2. For Programme Transfer Applications received **within the first two weeks** of study for entry into year one of another programme.
			1. Admissions and Access Service must be consulted on these applications.
			2. If the internal transfer application is successful and completed within the first two weeks, the student will normally transfer to that programme immediately.
			3. Students are not normally allowed to change programmes after the second week of the first semester.
			4. If the application is not successful, the student may continue their current programme of study, permanently withdraw and re-apply through the normal external application processes, or, if permitted, take a temporary withdrawal and transfer to the new programme the following academic year.
		3. For Programme Transfer Applications received **after the first two weeks** of study for entry into year one of another programme.
			1. These applications are considered by the Academic Selector within the destination School in consultation with the Admissions and Access Service to ensure equitable consideration between internal and external applicants.
			2. Successful students will not normally join the destination programme until the next academic year.
			3. Students will normally take a Leave of Absence for the current academic year and will be invited to register on their new programme the following academic year.
			4. Undergraduate applications are influenced by the University and Colleges Admissions Service (UCAS) equal consideration deadline, which typically falls in January each academic year.
			5. Requests are considered to ensure equal treatment of internal and late external applications.
		4. For Programme Transfer Applications with accelerated entry into the second year of a programme or beyond.
			1. The Academic Selector in the destination School will consider the application in line with the criteria of this policy.
			2. In order to satisfy the destination School that the learning outcomes of Level 1 modules have been met, mapping of the student’s completed Level 1 modules must be undertaken. If the Academic Selector is satisfied that the learning outcomes of Level 1 modules have been met, the module marks gained on the student’s previous programme must be used for degree classification purposes.
			3. Within the first two weeks of teaching, successful applicants will normally transfer to the new programme immediately.
			4. After the first two weeks of teaching, successful applicants will normally take a Leave of Absence and join the new programme the following year. In some cases, the student may be required to complete their year of study in good academic standing on their current programme as a requirement of the transfer.
	2. Stage 3: Notification of Internal Programme Transfer Application Outcome
		1. The destination School communicates the decision to the student, copying key stakeholders including the current Advisor of Studies.
		2. The current School should provide relevant and timely advice to students for both successful and unsuccessful outcomes.

# Procedure for Plan Transfers

# Plan Transfers typically originate either at the request of a student (e.g., wishing to undertake a professional placement), or are as a result of a decision taken by a Board of Examiners (e.g., failure to meet MEng progression requirements necessitating transfer to BEng).

* 1. Where a Plan Transfer is initiated by the School:
		+ 1. Schools should consider student wellbeing, particularly if the plan change may not be welcome and engage as necessary.
			2. Students are formally notified of the required plan change as per normal School procedures.
			3. Mandated plan transfers should not be completed before students are notified.
			4. Students should be advised of potential next steps based on their academic circumstances.
			5. A Transfer Form is not required, but the School must maintain appropriate records.
	2. Where a Plan Transfer is requested by a student:
		1. Students should approach their current Advisor of Studies to begin the transfer application process. The Advisor of Studies role is pivotal in ensuring the student receives comprehensive guidance through:
			1. Understanding Motivations: Discussing the reasons for the transfer to provide tailored academic advice and explore alternative options if applicable.
			2. Implications of Transfer: Explaining potential academic impacts, changes in study duration, and financial consequences.
			3. Criteria Review: Considering the student’s eligibility based on the transfer criteria.
		2. Application Submission:

The student must complete and submit the Internal Transfer Application form.

* + - 1. Application Submission:

The student must complete and submit the Internal Transfer Application form. All required documentation should be attached, as stipulated in the form instructions.

* + - 1. Endorsement by Current Advisor of Studies:

The Advisor of Studies reviews the completed application. Endorsement should only proceed if the Advisor of Studies is satisfied that the student understands the implications and criteria of the transfer. This endorsement is a prerequisite for further consideration by the Academic Selector.

* + - 1. Consideration by Academic Selector:

The Academic Selector considers the plan transfer application and following relevant checks, approves or rejects the application.

* + 1. The outcome of the decision is communicated to the student by the Academic Selector, copying all key stakeholders, including the current Advisor of Studies. The current School should provide relevant and timely advice to students for both successful and unsuccessful outcomes.
1. **Clarification of School-Based Roles**
	1. This policy identifies the key roles of Advisors of Studies and Academic Selectors within the relevant academic Schools. The specific duties associated with these roles may vary across different Schools. The following definitions clarify the responsibilities of these roles within the context of this policy and identify other positions that may fulfil these duties depending on the operational setup of each School.
	2. Advisor of Studies:

The Advisor of Studies is responsible for advising students on their academic standing, supporting them in making decisions related to their studies, and managing their progression through to graduation. These responsibilities may also be undertaken or shared with other roles, including Programme Directors, Directors of Education, Directors of Graduate Studies, and Personal Tutors.

* 1. Academic Selector:

The Academic Selector is responsible for considering applications for entry into a programme within a School or discipline, in consultation with the Admissions and Access Service when necessary. This role may be a standalone position within a School or incorporated into other roles such as the Director of Education, Director of Graduate Studies, and Programme Directors.

* 1. While the duties outlined in this policy may be assigned to various leadership roles within each School, it is essential that those responsible for each element of the internal transfer policy are easily identifiable to both internal and external stakeholders.

Please see [Flow diagram](https://cmst4.qub.ac.uk/terminalfour/SiteManager?ctfn=download&fnno=60&ceid=261099aad458d78494e78c23ec0e9fb3808c84a0) for information.