

Programme transfer policy for higher education

This document provides guidance for the following students

- current Walbrook students seeking a transfer to another Walbrook HE programme
- Walbrook students transferring to another higher education provider (HEP)
- Students transferring from another HEP to Walbrook

Apprentices

Please note that there are separate apprenticeship rules and any decision / instruction to transfer programmes would be the decision of the employer. For further information, please contact the Apprenticeships Team: apprenticeships@walbrook.ac.uk.

1. Overview

- 1.1. We recognise there may be many reasons why you may wish to change your programme of study. This could be because you no longer have an academic interest in your chosen programme, or you wish to pursue a different academic area from your original programme choice.
- 1.2. We also recognise that you may wish to transfer to a different mode of study, subject to availability, particularly if your personal circumstances change.
- 1.3. On occasions, there are academic reasons for a programme transfer and we may recommend this based on your performance and academic judgement.

2. Principles

- 2.1. Programme transfer between higher education institutions (HEI) is possible, dependent on each HEI's academic regulations.
- 2.2. Programme transfers are subject to availability.
- 2.3. Transfer rules may differ depending on the original mode of study you're undertaking. You should first consult your specific programme's guidance on requirements around requesting a transfer.
- 2.4. A programme transfer will only be granted after careful consideration of your ability to meet the entry requirements and / or learning outcomes of the programme you wish to transfer to.
- 2.5. Walbrook will consider all cases in line with our [General and Academic Regulations for Students](#) and [Code of Practice for Quality Assurance](#). Any

decision taken by us on programme transfer is based on your performance and academic judgement. The decision can't be appealed.

3. Walbrook students transferring to another HE provider

3.1. If you've decided to withdraw or are unable to progress with us, you'll be withdrawn from your programme. A transcript of your achievements will be provided within one calendar month of the Programme Assessment Board. However, to help you in the transfer process, the relevant support team will provide an unofficial transcript within five working days upon request. Support and guidance is also available from the relevant support team to facilitate your transfer.

3.2 Students transferring to Walbrook from another HE provider

3.3 Applications to Walbrook are managed by study@libf.ac.uk. You will need to provide a transcript and / or module information on your previous programme of study as part of the admissions process and, if appropriate, to enable accreditation for prior learning (APL). Transfers to Level 5 will only be considered if there's a significant match to the modules studied in Level 4 of Walbrook's full-time undergraduate programmes. Transfer to Level 6 isn't permitted unless there is a specific arrangement in place with the previous provider. You'll be notified of any requirements needed to fulfil the new programme.

4. Walbrook students transferring programmes within Walbrook

You may submit a request for transferring from one programme to another. The time to process your request will be up to one calendar month. If your request is accepted, you'll be notified of the next opportunity to join your new programme.

5. Advice and Guidance

5.1. If you're considering transferring programmes, it's essential that you seek advice before making a formal application. You should speak with the relevant support team as the transfer may have implications for your length of study / enrolment, financial and visa requirements.

On-campus programmes	hesupport@walbrook.ac.uk
Postgraduate MENA programmes and Global MSc Banking & Finance online programmes	pgonline@walbrook.ac.uk

All other online programmes

service@walbrook.ac.uk

- 5.2. You should be aware of any time limits as set out in our general and academic regulations for students.
- 5.3. You should seek advice from the relevant support team, detailed above, as a transfer may affect the modules you need to take. You'll need to accumulate sufficient credits to progress between levels of study and ultimately to obtain an award

360 credits	Undergraduate degree
180 credits	Masters degree
120 credits	Postgraduate diploma
60 credits	Postgraduate certificate

- 5.4. Your career options may also be affected if you change to a different programme. The Careers and Employability Team will be able to provide support and guidance.
- 5.5. You should be aware that the options open to you decrease as you progress through your studies. It's also unusual for a change to be approved after the end of Level 5 for undergraduate students, although permissible. It would normally require that you start from Level 5 of the programme that you wish to transfer to in order to fulfil the requirements of that programme. It's important that you speak to the relevant student office or Programme Team as soon as you consider you may want to transfer programme. This will enable you to understand more fully the academic requirements.

6. Criteria and Conditions

- 6.1. You can only transfer to a different programme if the programme is available, or mode of study is available and has sufficient spaces. The transfer must be in your best interests and not to the detriment of the learning experience of existing students.
- 6.2. You must demonstrate that you meet the academic criteria for the new programme. This applies unless there are academic reasons for which a programme transfer is sought or recommended.
- 6.3. Consideration will be given to your academic performance as well as other

factors such as motivation for study, engagement, and attendance.

- 6.4. You may be required to attend an interview as part of the programme transfer process.
- 6.5. When you transfer to a new programme, it's expected that you'll complete its full academic requirements. However, it may be possible to allow some, or all, of the credit previously gained to be transferred. Modules not previously attempted on the original programme and taken as part of the new programme will be treated as a first attempt and, therefore, won't be capped at the pass mark.
- 6.6. You may be required to undertake formal study of modules or to commit to undertake additional reading before starting the new programme. You may also need to complete a number of formative assessments relating to key modules not taken to make up for subjects not covered during your previous year of studies.
- 6.7. Undergraduate students who transfer after Level 5 of the original programme are normally required to begin the new programme at the start of Level 5 in order to fulfil the requirements of the new programme.

7. Applying for a programme transfer

7.1. Walbrook Students

If you're advised that your request to transfer is appropriate, you should complete part A of the programme transfer application form and return it to the relevant support team. You should include a short, written explanation of why you wish to change programmes. Once the request has been received, the support team will liaise with faculty to determine what, if any, contribution previous achievement should make towards fulfilling the requirements of the new programme. You'll be notified of the requirements needed to fulfil the new programme.

8. Approval (transferring programmes within Walbrook)

- 8.1. The programme transfer form will be reviewed and if approval is given will be signed off by the. You'll be notified when a decision has been reached.
- 8.2. Until approval is given, you'll remain registered on your current programme and will be expected to comply with all its requirements, including attendance at all classes / webinars and completion of assessment.
- 8.3. If applicable, we'll notify the Student Loans Company of any changes to your programme.
- 8.4. Further advice and guidance on the procedure for seeking a programme transfer is available from the relevant support team.

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All other online and blended programmes	service@walbrook.ac.uk

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