

3Q – Movement of Students between Programmes: Procedure

1. SCOPE AND PURPOSE

- 1.1 This procedure is for use by Bournemouth University (BU) staff.
- 1.2 This procedure outlines the principles and operational processes that support movement of students between programmes. It applies to students who are already enrolled on one BU programme and award, and wish to change to another, either at the University or one of its Partners.

2. KEY RESPONSIBILITIES

- 2.1 **BU staff and BU partner staff:** to carry out their designated roles in accordance with the University's requirements.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

- 3.1 All documents can be accessed [here](#)
- 3.2 Other documents with direct relevance to this are:
- *3K - Engagement Monitoring and Withdrawal: Procedure*
 - *3P - Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy & Procedure*
 - *4A - Programme Approval, Review and Closure: Policy*
 - *4D - Continuing Professional Development (CPD): Policy & Procedure*

Procedure

4. CATEGORIES

- 4.1 Movement of students can be divided into three main categories:
- Internal transfer between programmes** (Section 5.1) takes place when a student changes their initial programme or pathway choice. All or some of the student's prior learning is deemed equivalent to the learning they might have achieved to date by following the validated curriculum on the programme they will join. The formal request for internal transfer comes directly from the student.
 - Internal transfer between old and new curricula, including whole level(s) and/or individual units** (Section 5.2) takes place when the Faculty/Partner decides to introduce new provision for existing students. The Faculty/Partner may wish to move **whole cohorts of students** across from old to new curricula through the process of

programme review if it is considered to be in the students' interest. The transfer is initiated by the Faculty/Partner rather than by students and typically takes place at the end of a level. The Faculty/Partner is required to obtain student support for the proposed transfer¹ before it can be implemented. No evidence is normally required to support the transfer request if an academic decision about the suitability of movement between old and new curricula has been made by the evaluation panel.

The request for a transfer may also come from an **individual student** who has interrupted or deferred their studies and subsequently return to a revised programme, or to students who are in repeat mode and whose original programme/level(s)/unit(s) are no longer available. (A repeating student is not able to demand assessment in units which are no longer current in the programme, for instance due to programme closure or review of the original curriculum). An academic decision on the equivalence between the current and revised unit(s)/level(s) must be made by the relevant Programme Leader and the affected student(s) must be informed of any changes as soon as possible.

- iii) **Withdrawal and Restart** (Section 5.3) takes place when a student who has enrolled on one programme decides to move to another in a new academic year which is so substantially different from their original programme that they cannot carry forward any of their learning (and hence credits) achieved to date. Students who have started on a Foundation Level programme at BU cannot be considered for this process and must be advised to withdraw from their current course and make a new application for the Level 4 programme via Admissions. Typically, students move in this way between programmes early on in their studies, for example after one year's study of a three or four year undergraduate programme. The current and receiving programmes are often in non-related discipline areas or in different Academic Faculties. In such cases, the student is interrupted on the original programme and enrolled onto the receiving programme through the quick applicant set-up process, normally for the following year or the next available intake. If this affects a student on tier 4 visa there are certain immigration implications, therefore advice should be sought from migrantreporting@bournemouth.ac.uk before the request is authorized.

- 4.2 Internal transfers differ from the recognition of prior learning (RPL) and UK Credit Transfer in that BU credit is not awarded through the transfer process but merely credited between programmes leading to the University's award. Students who transfer are therefore not eligible for multiple named awards (including intermediate awards), only the award they transfer to subject to successful completion of that programme of study. Where additional credits have already been successfully completed but cannot be transferred across, these are however awarded to the student as outlined in Section 5 below.

NB. Some students who move from one BU programme to another may be eligible for RPL/UK credit transfer in the same way as other students. Where this is the case, Faculties should follow the advice outlined in *3P - Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy and Procedure*.

- 4.3 **For CPD provision only**, additional consideration should be given to CPD students seeking to transfer to Level 5 or 6 of a named award due to changes to the University CPD policy. CPD provision now permits students to work towards gaining credit to study for Level 5 and/or Level 6 CPD units without the need to demonstrate that they have the required volume of underpinning study (e.g. 120 Level 4 to study a Level 5 unit or programme). Therefore, whilst CPD applicants will have demonstrated the capacity to study at a chosen level and have met the admission requirements for entry to CPD, they may not be eligible for a named award at a later stage. **Staff should always take care to confirm that students wishing to transfer to**

¹ Refer to Section 5, "Consumer law requirements for information provided to students" in *4A - Programme Approval, Review and Closure: Policy and Section 4 'Impact and consultation with current students' in 4A Appendix 1- Programme Approval and Periodic Review Process*.

a named award are eligible for the chosen award and that all required credits underpinning the level of study currently being undertaken have been achieved by the student. Eligibility should have been considered on entry to CPD and must be confirmed as part of the transfer process. Faculties should maintain an audit trail in all cases in line with the requirements outlined in *3P - Recognition of Prior Learning (RPL) and UK credit transfer: Policy and Procedure* and using the CPD transfer form included in Appendix 3 of this document. For further information about CPD provision, follow the advice outlined in *4D - Continuing Professional Development (CPD): Policy & Procedure*.

5. PROCESSES TO MANAGE MOVEMENT OF STUDENTS

5.1 Internal transfers between programmes

5.1.1 The application for internal transfer between programmes can be made at any stage during a student's period of registration. Transfers may therefore take place at the end or part way through a level or stage. Students may be able to transfer relevant learning into the receiving programme and will carry forward marks as well as BU credits from unit(s) and/or level(s) that they have previously completed. Students should be made aware that the transfer will include transfer of the mark profile associated with any relevant reassessments and/or repeat units, i.e. any penalty applied to units will also transfer across to the new programme. When an internal transfer takes place during the early stages of a programme the student may not have accumulated any credits or marks which can be transferred into the receiving programme.

How to Advise Students

5.1.2 Enquiries for internal transfers should always be referred to the receiving Programme Leader (PL) to provide advice about the programme(s) and unit(s) for which a transfer may be considered. Students should also be advised of the following:

- A course transfer is not always possible – there are both academic and practical considerations that the PL will take into account when considering the request. (Some academic considerations are detailed in 5.1.4 below)
- PLs must make an academic judgement about the student's suitability for the course, for which they must be confident that the student has the interest, ability and necessary prior learning and/or qualifications to succeed, in order to grant a transfer.
- The course the student wishes to transfer to maybe full or have a deadline to accept transfers.
- Some transfers may be conditional upon the student successfully completing the level they are studying on their original programme first.
- The student must make the transfer request formally in writing.
- The PL should give an indication of the timescales for the decision.
- If a transfer request is approved, the PL must advise the student about which units/credits will be transferred across (detailed advice is provided in 5.1.3 below).
- Students should seek advice from AskBU about the impact of a transfer on their student finances, especially if the course length differs between programmes.

5.1.3 The receiving Programme Leader should explain to the student, in writing, that should the transfer request be approved, the assessment records of those units which will be recognised in the new programme will be transferred into the receiving programme. Students should be made aware that the transfer will include transfer of the mark profile and any penalty associated with relevant reassessments and/or repeat units. The letter should also include clear information about whether units and/or marks involved in the transfer between programmes will contribute towards the final classification of the award on the receiving programme. Transferring students will be eligible only for the award they transfer to subject to successful completion of that programme of study. However, where additional credits have already been accumulated but cannot be transferred across, these will be awarded to the student as outlined below. A letter template is available at: [Standard letter templates](#).

Assessment of the application

5.1.4 Any transfer decision requires an academic judgement by the receiving Programme Leader in liaison with the receiving unit leaders as appropriate. In partnership programmes, the Link Tutor should be involved and must sign the Internal Transfer Form to confirm the decision. In all cases, the receiving Programme Leader should be satisfied that the intended learning

outcomes (ILOs) of the unit(s) and/or level(s) the student has undertaken to date are broadly similar to those for which transfer is required. Where credit for an entire level is sought, it may be possible to assess the evidence against the level outcomes rather than against the ILOs of each specific unit within that level. Using this information and assessment, the Programme Leader must decide whether the learning that has been undertaken to date (on the current programme) is equivalent to the units and/or level(s) on the receiving programme. In line with the University's Standard Assessment Regulations, students should obtain all the relevant credit required for one level before progressing to the next.

Evidence provided by the student

- 5.1.5 Where the current and receiving programmes have **identical credit structures** (i.e. the same number of credits at each level), but there is a different Programme Leader, the student must provide the name of their current programme, level(s) and/or unit(s) they wish to transfer along with the relevant programme and unit specifications. This will enable the receiving Programme Leader to assess the application and make a judgement about which level(s) and/or unit(s) may be carried forward to the receiving programme.

Possible outcomes

- 5.1.6 For those programmes where the current and receiving programmes have identical credit structures:

- i) **Where all of the prior learning is deemed equivalent**, all of the credits and the final mark awarded on those units (including any penalty associated with relevant reassessments and/or repeat units) are transferred into the receiving programme and will contribute to the final award according to the relevant assessment regulations.
 - a. *Where credit for an entire level (or levels) is sought*: see Section 5.1.11 for information concerning how the transfer will be shown on student records. NB: In exceptional circumstances, although the level ILOs of the current programme are considered broadly equivalent to the receiving programme, such that a transfer is possible, there may be a specific aspect of the receiving programme for which the student needs additional support, for example, the use of a specific software package. To address this, the receiving Programme Leader may provide additional learning beyond what the student will be enrolled to do on the receiving programme. The receiving Programme Leader must inform the student of the scope and timescales for the learning and/or learning support.
 - b. *Where the transfer takes place part way through a level*: where relevant, the receiving Programme Leader will need to ensure that all credit and underpinning level ILOs from the level below that to which the student wishes to transfer are appropriate and have been achieved. In addition, the receiving Programme Leader must ensure that all the level ILOs for the level into which the student wishes to transfer will be completed by a combination of units already taken, and the units the student would complete after the transfer. This may require the student to complete more units, and hence acquire more credit, than normal. The student will receive credit for all units undertaken.
- ii) **Where only some of the prior learning is deemed equivalent** to the units and/or level for which the transfer of marks and credit is sought, the receiving Programme Leader must consider whether students have sufficient relevant credit and ILOs to allow a transfer to take place. Students may need to return the year following the transfer application to undertake additional units at the same level. All relevant ILOs and credit for an underpinning level must be obtained before transfer/progression to the next level can be considered (in line with the University's Standard Assessment Regulations). The receiving Programme Leader must inform the student of the scope, timescales and funding implications for any required additional learning and assessments. See Sections 5.1.11 for information concerning how the transfer will be shown on student records. Students will receive credit for all units undertaken.
- iii) **Where no prior learning is deemed equivalent**, an application for a transfer should be rejected. In such cases, it may be appropriate to advise the student of any possible alternative transfer opportunities and/or opportunities to withdraw from their current programme and re-enrol on another programme. See Section 5.3 for further information

concerning withdrawal and re-enrolment. The student should be informed of any funding implications.

5.1.7 **For those programmes where the current and receiving programmes have different credit structures** (e.g. when a honours degree student wishes to transfer at the end of Level 4 to Level 5 of a Foundation Degree which is based on 160 Level 4 and 120 Level 5 credits), the evidence required from the student in Section 5.1.4 above must be supplemented by appropriate learning and/or assessments which allow the student to demonstrate they have met the ILOs for any outstanding credits. Normally, the student cannot commence the next level before any such additional assessments are successfully completed in line with the University's Standard Assessment Regulations.

- i) **Where only some of the prior learning is deemed equivalent** to the units and/or level for which transfer is sought, the Faculty/Partner must complete an Internal Transfer Form (provided in Appendix 2) to support the transfer request regardless of when the transfer takes place. The student may be required to take some of the units on the receiving programme within the level for which transfer is sought or they may be set additional learning beyond what they will be enrolled to do with the rest of the cohort on the receiving programme in order to fully meet individual unit ILOs.

Faculty/Partner record-keeping

5.1.8 The Faculty/Partner should keep a copy of all internal transfer forms and any related correspondence for audit purposes.

Notifying students of the decision

5.1.9 Students applying for internal transfers should be informed of the decision, any additional learning requirements, and any financial implications in writing. Where students carry forward a mark profile which includes reassessments and/or repeats, they should be informed which, if any, units will be capped on the receiving programme. Should a student not be satisfied with the outcome of a transfer application, they may seek redress via the relevant Faculty's complaints process. A letter template is available at: [Standard Letter Templates](#)

Recording the decision in the Student Record System

5.1.10 The Faculty/Partner should complete an Internal Transfer Form (provided in Appendix 2) and action the transfer.

5.1.11 Any relevant level(s) and/or unit(s) to be transferred will be recorded in the receiving programme as appropriate and the student data maintenance routine will mark the original programme enrolment as 'Transferred'. **Where students carry forward a mark profile associated with reassessments or repeats, the Programme Leader must signal on the Internal Transfer Form which of the units (if any) in the receiving programme will be capped at the pass mark.**

5.2 Internal transfers between old and new curricula

How to Advise Students

5.2.1 For transitional arrangements to move **whole cohort(s)** from old to new curricula, the programme team should consult with the student body on the proposed changes and their rationale during the review process as outlined in *4A - Programme Approval, Review and Closure: Policy*. The Faculty/Partner is required to obtain student support for the proposed transfer².

² Refer to Section 5, "Consumer law requirements for information provided to students" in the *4A - Programme Approval, Review and Closure: Policy*. and Section 4 'Impact and consultation with current students' in *4A Appendix 1- Programme Approval and Periodic Review Process*..

5.2.2 Transitional arrangements to move **individual student(s) who are repeating a year of study** will be decided on an individual basis by the Assessment Board but a strategy for students required to repeat units should form part of any review. **Students who are permitted to defer or interrupt their studies** must be notified of any changes to the curriculum and their rationale, in writing, as soon as possible and a record of the correspondence should be kept within the Faculty (and Partner, if appropriate) for audit purposes. Agreement to curriculum changes from repeating students or students returning from deferral or interrupted studies is not required (see also Sections 5.2.3 and 5.2.6).

5.2.3 If the award title has changed:

- **If a student wishes to return following interruption or deferral of studies** no sign-up to the change in title from the student is required as the University is not obliged to provide them with the version or title of the programme on which they were originally enrolled (or on which they intended to enrol in the case of deferral). Faculties/Partners should, where possible, advise students of the change in title and the impact on their studies, before the decision to interrupt or defer is made.
- **If a student is repeating a year of study and is returning to a different version of a programme with a new title**, written agreement to the change of title is required from the student and should be retained by the Faculty/Partner for audit purposes. Faculties/Partners should counsel students regarding their decision and the implications for the student in terms of the student experience. In very exceptional circumstances, it may not be possible to transfer a student to the new title, for example because the new programme has changed so much that the student's prior learning is not transferable. Where a transfer is not possible, an individual course of study may need to be put in place (see also Section 5.2.6 below).

In all cases, the Faculty (and Partner, if appropriate) should keep a record of the correspondence with students for audit purposes.

Evidence required

5.2.4 Students are not required to provide any evidence.

5.2.5 **For transitional arrangements to move whole cohort(s)** from old to new curricula, the programme team should act in accordance with the procedure outlined in *4A: Appendix 1. Programme Approval and Periodic Review Process (section 4)* and outlined in *4B- Programme and Unit Modification Policy (section 5)*. As outlined within these documents, the expectation is that consent must be obtained before the External Panel meeting and normally the explicit agreement of more than 50% of affected students must be obtained.

5.2.6 **For transitional arrangements which involve individual student(s)** moving from old to new curricula because they are repeating a year of study or have interrupted their studies, the programme team should ensure sufficient underpinning and seamless progression between the ILOs on the old and new programmes. The transitional requirements are identified by the Programme Leader in consultation with unit leaders and these arrangements should normally be considered at the External Panel meeting and confirmed at the Assessment Board. Where necessary, oversight may be delegated to the relevant Faculty Education Committee. If the Programme Leader identifies insufficient underpinning for the next level, this should be taken into account in the diet of unit(s) offered to the student and additional learning set as appropriate. A record of all relevant correspondence should be kept by the Faculty (and Partner, if appropriate) for audit purposes.

5.2.7 All students affected by a change from the old to new curricula should be informed of the decision in writing. The Faculty (and Partner, if relevant) should keep a record of student agreements/copy of the correspondence informing the student of the changes for audit purposes.

5.2.8 **Where individual students move from old to new curricula**, the Faculty/Partner must complete an Internal Transfer Form (provided in Appendix 2) that includes student information and details of the transfer so the student's record can be amended prior to re-enrolment.

5.2.9 Students' assessment records are transferred into the new programme, including any penalty associated with relevant reassessments and/or repeat units. The student data maintenance

routine will mark the original programme enrolment as 'Transferred' and any relevant level(s) and/or unit(s) will be transferred as appropriate to the receiving programme enrolment.

5.3 **Withdraw and Restart**

How to Advise Students

- 5.3.1 Students who wish to withdraw from one programme of study and re-enrol on another one in a non-related discipline area in the next academic year at level 4 (typically in a different Faculty) should be advised by the receiving Programme Leader whether they are able to transfer any of their learning (and credits) achieved to date into their new programme. Where the student cannot carry forward any of their prior learning, they should be advised of the process to withdraw and restart on the new programme by completing the *Withdraw and Restart Form* (see Appendix 4) alongside an RPL Form from the faculty.

The application should be made on a *Withdraw and Restart Form* and the decision will be made in accordance with the receiving programme's admissions regulations.

The student should be fully advised of the implications of a withdrawal restart on their student funding. Students who have started at least 2 years of study and starting a new course will unlikely be eligible for a Tuition Fee Loan for at least the first year of their new course. Students should seek further guidance from [AskBU](#) and read this [guidance](#).

Recording the decision in the Student Record System

- 5.3.2 Either the original Faculty/Partner or receiving Faculty/Partner will issue the student with the Withdrawal Restart Form. The student will need to decide whether to remain on the original programme until the end of the year or interrupt their studies. The Faculty/Partner would need to action the interruption on the student's record if appropriate. The completed form must then be sent to the Student Lifecycle Team so that the Quick Applicant set-up process can be run, creating the new unconditional firm offer on the new course. At the end of the academic year Student Lifecycle will identify students who are in the Withdrawal Restart process to Faculties/Partners so that the original records can be withdrawn.

General

6. REFERENCES AND FURTHER INFORMATION

- 6.1 This policy was reviewed according to the University's [Equality Analysis Procedure](#) in June 2019.

7. APPENDICES

- Appendix 1: [Summary of the processes for managing student movement between programmes](#)
Appendix 2: [Internal Transfer Form](#)
Appendix 3: [Internal Transfer Form \(CPD\)](#)
Appendix 4: [Withdraw and Restart Request Form](#)