



# STUDENT TRANSFER POLICY

Student Transfer Policy



**Responsibility for this policy**

5 Ultimate responsibility for the development of clear and effective processes and procedures associated with the transfer of students from one institution to another rests with the University. The University recognises that central to this policy are the following elements:

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12 All staff involved in the transferring of students are appropriately selected, qualified and trained to deliver a consistent, fair and professional service to all clients.

## Procedural Approach

### Transferring to the University of Law from another Institution

13 Students who are looking to transfer in to a University course first need to provide evidence that they meet the standard entry requirements for year 1 of the course they wish to join.

14 The stages for the transferring process are as follows:

- 14.1 The student applies for the University course they wish to study (either through UCAS or directly via the University website) and indicates within their application that they intend to claim recognition of prior learning (on UCAS this is indicated by the Entry Point selected).
- 14.2 The University's Admissions Team makes a decision on the application, assessing for year 1 entry.
- 14.3 If an offer is released, Admissions will contact the applicant with a recognition of prior learning application form.
- 14.4 The student completes the recognition of prior learning application form and returns it to the University's Eligibility Team along with any additional documents requested (for example, a copy of the syllabus they have studied).
- 14.5 The Eligibility Team assesses the applicant for recognition of prior learning and communicates a decision back to applicant.
- 14.6 The student will need to let the Eligibility Team know that they wish to accept the recognition of prior learning offered to them and also accept their place on the course via their original offer email from Admissions, if they have not already done so.

15 The University is unable to consider an application for recognition of prior learning until an offer of a place has been made.

16 Any questions regarding transferring in to the University can be sent to the Admissions team at [Admissions@law.ac.uk](mailto:Admissions@law.ac.uk)

17 Any questions regarding recognition of prior learning can be sent to the Eligibility team at [Eligibility@law.ac.uk](mailto:Eligibility@law.ac.uk)

### **University of Law Students Transferring to another Provider**

18 Students enrolled at the University of Law who wish to transfer to another educational provider should speak with either their personal tutor/Course Lead, or the Student Services Team at their campus, to talk through the process and options available.

19 Students will need to contact the potential new educational provider with their formal request to transfer. As part of this request, a copy of their current University of Law transcript profile to date may need to be provided.

20 Once the new provider has confirmed that the student is able to transfer, the student will be required to provide the outcome of that application to the Student Services Office at the University of Law campus at which they are currently registered. Where the request is to transfer from an online programme, the student should contact their course administrator.

21 Upon receipt of that outcome, the Student Services Office will commence with the formal withdrawal of the student from the University of Law course, in accordance with the University's policy.

22 Once the formal withdrawal process has been completed, the Student Services Office will send a formal confirmation to the student that the process is complete.



- 35.1 for applicants studying at another provider who wish to transfer to a University of Law course, complaints are considered in accordance with the University's External Persons Complaints Policy.
  
  - 35.2 for current University of Law students who wish to transfer to another provider, or between University of Law courses or modes, complaints are considered in accordance with the University's Student Complaints Policy.
- 36 The University reserves the right to refuse admission to any of its courses to an applicant who:
- 36.1 does not meet the entry requirements specified for the course, including requirements set by professional and other external bodies;
  - 36.2 would contravene UKVI compliance by the University;
  - 36.3 during previous study with us or any part of the application process displayed conduct deemed to be unacceptable in accordance with University





