



# Student Transfer Policy 2020/21

## 1. Introduction

Consistent with the regulatory framework for higher education in England required under Section 75 of the Higher Education and Research Act 2017 (HERA) Liverpool Hope University is required to publish student transfer arrangements as part of the Office for Students Regulatory Framework 2018.

Liverpool Hope is sensitive to the fact that students circumstances, aspirations and long term goals may change over time. As a consequence we acknowledge that students may request to:

- a. transfer from one course to another within the institution;
- b. transfer from another provider into a course at Liverpool Hope;
- c. transfer from Liverpool Hope to another provider.

Transfers may result from a request from a student as detailed in a - c above or may be triggered by Liverpool Hope's Student Protection Plan.

## 2. Transfer between courses at the Institution

Current students at Liverpool Hope University are required to follow the course change process which begins with a meeting between the student and the Head of Subject [or nominee]. The student is directed to complete a course change form; requests to change course will only be considered during a two week window at the start of each academic year. Students who are requesting to change course before the start of their next level of study should do so before the start of the academic year. However, these changes will also be considered during the first two weeks of the academic year.

Requests to change course will be considered by the appropriate School/Department. This will include careful consideration of the student's previous qualifications and experiences aligned with the entry requirements of the Subject. Where a place is not available on the course the student will be counselled accordingly by the School/Department. Once the transfer request has been considered Student Administration will be notified, in the case of a successful application. The School/Department will notify students whose request is declined, including the reason(s) why the transfer was not possible at that time.

## 3. Transfers for registered Liverpool Hope Students to another HEI provider

- a. **In the event of a request to transfer initiated by the student** the University requires the student to follow its withdrawal process. The student must enter into discussions with the new provider about the transfer and ensure that the Subject team at Hope are informed of the potential transfer. This enables the Subject to gather appropriate information required by the new provider in respect of the transfer. On completion of the withdrawal paperwork Liverpool Hope University will then, as appropriate to the student's level of study:
- i. produce a final transcript of the student's academic standing,
  - ii. confirm eligibility for an exit award as determined by the University Framework of Qualifications;
  - iii. calculate any fees or charges due for payment by the student to Liverpool Hope University; conversely any refunds due to the student will also be calculated and notified as appropriate;
- b. **In the event of a transfer initiated by the implementation of the Student Protection Plan** the student will be supported in transferring to another provider. Liverpool Hope does not envisage this event being likely; we are committed to teaching-out provision that is subject to planned future closure. In the unlikely event that a student is required to transfer to another provider Liverpool Hope will ensure that the student is provided with the necessary information as detailed in 3 (a-c) of this Policy. The Liverpool Hope Student Protection Plan details the process to be followed when a course is closed, including information about entitlement to any refund or compensation.

If disclosed by the student at the time of withdrawal Liverpool Hope University will also notify the Student Loans Company of the transfer.

#### **4. Transfers to Liverpool Hope University from another HEI provider**

**In the event of a request to transfer initiated by the student** Liverpool Hope University will consider a student's application in line with the student's academic achievements and experience in relation to the application. The application will be considered in line with Liverpool Hope University's Policies on Accreditation of Prior Learning and Recruitment and Admissions or, for Postgraduate Research students, the Postgraduate Research Regulations. Students whose application to transfer is accepted after the second week of an academic year will be required to delay their transfer until the start of the next academic year.

#### **5. Advice and Support**

For individual students making requests to transfer internally between courses, externally to another provider or externally from another provider support is available from the academic Subject, from Senior Academic Advisers and from the Gateway support services. Gateway Services include support for students with disabilities, finance queries, international visa queries and many other aspects of student support. The Students Union at Hope is also able to offer support where appropriate.

In the event of transfer into Liverpool Hope the Student Admissions team are the first point

of support alongside the points of support detailed above.

When a transfer is a result of the implementation of the Student Protection Plan, support and advice will be available from the Head of School [or nominee] as detailed in the Plan.

## **6. Contacts and Further Information**

Further information is available as follows:

- a. Students wishing to transfer to Liverpool Hope should contact the Admissions Team [admission@hope.ac.uk](mailto:admission@hope.ac.uk); for postgraduate students information about key contacts is available at <https://www.hope.ac.uk/postgraduateresearch/>;
- b. For Hope students wishing to transfer internally between courses, or to another provider, advice should be sought from the Head of Subject [or nominee], personal tutor or Senior Academic Adviser.

## **7. Related Policies, Procedures and Links**

Academic Regulations:

<https://www.hope.ac.uk/gateway/students/studentadministration/understandingyourdegree/>

Accreditation of Prior Learning

<https://www.hope.ac.uk/undergraduate/howtoapply/accreditationofpriorlearning/>

Admissions Policy:

<https://www.hope.ac.uk/undergraduate/howtoapply/admissionspolicyandappeals/>

Fees and Charges Regulations:

<https://www.hope.ac.uk/undergraduate/feesandfunding/>

Gateway Services

<https://www.hope.ac.uk/gateway/students/>

Postgraduate Research Regulations

<https://www.hope.ac.uk/gateway/research/pgrinformationforstudents/>

Student Protection Plan

<https://www.hope.ac.uk/undergraduate/howtoapply/studentcontract/>