



ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 74 –STUDENT TRANSFER POLICY

Introduction

The University is required to publish student transfer arrangements to or from another course or higher education provider in accordance with section 38 of the Higher Education Act 2017 (HERA). Arden University seeks to facilitate students transferring to and from its courses whenever possible.

Transferring is the process by which a registered student moves from one course to another provided by the same or a different education provider.

For the purpose of this policy, transfers are defined as:

1. Transferring between Arden University courses
2. Transferring between modes of study e.g. full time in centre (Blended Learning (BL)) to online (Distance Learning (DL))
3. Transferring to Arden University from another institution
4. Transferring out of Arden University to another institution

1. Transferring between Arden University courses

The University will consider requests from students to transfer to an alternative Arden University course, taking completed credit and/or previous study into account where appropriate.

Students registered on an Arden University course that wish to transfer to another course within the University should contact the Student Support Team in the first instance to discuss the options available.

To proceed with a transfer, students will need to be in good academic standing and will be required to receive academic sign off.

Students will be asked to complete the University's Request for Course Transfer Form and the application will be assessed by the Programme Team Leader in accordance to the Student Transfer Process Guidance and [QA05- Admission of Students](#). Module exemptions will be applied where appropriate in accordance with [QA06 – Recognition of Prior Learning Policy and Procedures](#). Students must continue studying on existing course until any transfer is approved and processed. Failure to do this may mean students are marked as absent for attendance and receive a non-submission for assessments.



2. Transferring between modes of study (blended to online)

The University will consider requests from students to transfer to an alternative mode of study (e.g. full time in centre (BL) to online (DL)).

Students registered on an Arden University course that wish to transfer to another mode of study within the University should contact their Student Success Coach in the first instance to discuss the reasons for the transfer and the options available.

To proceed with a transfer, students will need to be in good academic standing and will be required to receive academic sign off.

Students will be asked to complete the University's Request for Course Transfer Form and the application will be assessed by the Programme Team Leader in accordance to the Student Transfer Process Guidance and [QA 05- Admission of Students](#). Module exemptions will be applied where appropriate in accordance with [QA06 – Recognition of Prior Learning Policy and Procedures](#). Students must continue studying on existing course until any transfer is approved and processed. Failure to do this may mean students are marked as absent for attendance and receive a non-submission for assessments.

3. Transferring to Arden University from another institution

Arden University will consider requests from students wishing to transfer from another institution, taking completed credit and/or previous study into account where appropriate. Requests will be considered in accordance with the University's Admissions Policy [QA 05- Admission of Students](#) and [QA 06 – Recognition Of Prior Learning Policy And Procedures](#) where applicable.

Students wishing to transfer from another institution to Arden University should submit an enquiry via the University website or contact a course advisor to discuss the request. The course advisor will explain the application process and arrange for a preliminary assessment of the application to be undertaken. This will confirm any module exemptions that may be applied for credit completed at their previous institution in accordance with [QA06 – Recognition of Prior Learning Policy and Procedures](#).

Applicants that wish to proceed should submit a full application through the Arden University website and will be required to provide an official transcript from their previous institution along with evidence that they have formally withdrawn from their previous course of study.

Applicants will be notified in writing and provided with an unconditional offer letter once the request has been approved.

4. Transferring out of Arden University to another institution

Arden University will provide a formal university transcript confirming completed credit to facilitate student-initiated transfer requests to another University.



Any payments or refunds that are due will be calculated in accordance with the University's

[Terms and Conditions](#).

Students wishing to transfer to another institution should contact the Student Support Team in the first instance to discuss the request. Students will be required to complete a Self-Withdrawal Form which will be processed by the Registry department. A formal transcript will be provided once the withdrawal process is complete.

Students that are eligible for an exit award (e.g. Cert HE on completion of 120 credits at level 4) will be provided with a certificate and transcript following confirmation of the award by the next available meeting of the Progression and Awards Board.

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