



ARDEN UNIVERSITY QUALITY ASSURANCE DOCUMENT QA 74 –STUDENT TRANSFER POLICY

Introduction

Arden 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 and locations (including partner locations)
2. Transferring from blended learning to distance learning
3. Transferring from distance learning to blended learning (including partner locations)
4. Transferring to Arden University from another institution
5. Transferring out of Arden University to another institution

1. Transferring between Arden University courses and locations (including partner locations)

Arden University will consider requests from students to transfer to an alternative Arden University course and/or location, 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 and/or location within Arden University should contact Student Support in the first instance. If they are requesting to transfer between campuses or partner locations or they have or will need a visa to study at their chosen location, they should also discuss the transfer with the Immigration Compliance Team. Students who require a visa to move between locations, may need to take a break in learning in order to apply for a visa.

To proceed with a transfer, students will need to be progressing through their course without being at risk of academic failure. Students will also need to ensure that they are up to date with all payments as per their enrolment agreement. Students will be required to receive academic sign off and regulatory sign off (for example visa compliance) where applicable.



Students will be asked to submit a change of circumstances request via their student portal 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 their 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.

Students will be notified of the outcome of their transfer request via their student portal. If the transfer is approved and the student does not require a visa to study, the student may be permitted to start their transferred course at the next teaching block, this decision will be determined by Registry and communicated to student by email. Students who require a visa to be transferred will be issued a Conditional Transfer Letter by the Immigration Compliance Team, which will stipulate any conditions required to be met for the transfer to be completed. When the conditions of transfer have been met, Registry will advise students when they can start their transferred course.

2. Transferring from blended learning to distance learning

Arden University will consider requests from students to transfer from blended learning to distance learning study mode.

Students registered on an Arden University course that wish to transfer to another mode of study within Arden University should contact a Student Support in the first instance and if they have a visa for their study location, they should also contact Immigration Compliance Team to discuss the reasons for the transfer and the options available.

To proceed with a transfer, students will need to be progressing through their course without being at risk of academic failure. Students will also need to ensure that they are up to date with all payments as per their enrolment agreement. Students will be required to receive academic sign off and regulatory sign off (for example visa compliance) where applicable.

Students will be asked to submit a change of circumstances request via their student portal 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.

Students will be notified of the outcome of their transfer request via their student portal. If the transfer is approved and the student does not require a visa to study, the student may be permitted to start their transferred course at the next teaching block, a new



study plan will be determined by Registry and provided to student by email. Students who have a visa will be issued a Conditional Transfer Letter by the Immigration Compliance Team, which will stipulate any conditions required to be met for the transfer to be completed. When the conditions of transfer have been met, a new study plan will be determined by Registry and provided to student by email.

3. Transferring from distance learning to blended learning (including partner locations)

Arden University will consider requests from students to transfer from distance learning to blended learning.

Students registered on an Arden University course that wish to transfer to a blended learning location should contact Student Support in the first instance to discuss the reasons for the transfer and the options available. If a student is not a citizen of the country where the blended learning course is delivered, they will also need to seek advice from the International Student Support Team.

To proceed with a transfer, students will need to fulfil the following conditions:

- a) Have successfully completed their previous level of study and be due to progress to the following level (e.g. have completed level 5 and be due to progress to level 6) or completed 60 credits of a master's programme equalling a PG Cert.
- b) Have received academic approval to undertake the transfer
- c) Ensure that they are up to date with all payments as per their enrolment agreement. (a revised payment plan reflecting the change from distance learning to blended learning mode may be required)
- d) In the case of students requiring a visa, fulfil the criteria for issuance of a visa support letter (Berlin) or Confirmation of Acceptance for Studies (UK).

Students will be asked to submit a change of circumstances request via their student portal and the application will be assessed by the Programme Team Leader in accordance with 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](#). Applications from international students requiring a visa to transfer will also be assessed by Arden University in accordance with immigration law in their chosen country of study. Students who require a visa to transfer may be required to take a break in learning whilst their visa application is processed.

Students will be notified of the outcome of their transfer request via their student portal. If the transfer is approved and the student does not require a visa to study, the student may be permitted to start their transferred course at the next teaching block, a new study plan will be determined by Registry and provided to student by email. Students who require a visa to be transferred will be issued a Conditional Transfer Letter by the Immigration Compliance Team, which will stipulate any conditions required to be met



for the transfer to be completed. When the conditions of transfer have been met, Registry will advise students when they can start their transferred course.

4. 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 Arden 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 Arden University's 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.

Applications from international students requiring a visa to transfer a campus will also be assessed by Arden University in accordance with the Arden University International Student Protocol.

Applicants will be notified in writing and provided with an unconditional offer letter and relevant document(s) to support a visa application once the request has been approved.

5. 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 via e-vision which will be processed by Registry.

If a student holds a visa to study with Arden University, the university has a legal obligation to inform the relevant immigration authorities who will take appropriate action in accordance with immigration law. This may result in the cancellation of any visa to remain in the country for study purposes.

Students that are eligible for a transcript or 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.

Policy Name:	Student Transfer Policy
Policy Reference:	QA74
Approval Authority:	Academic Framework, Regulation and Policy Committee
Last Approved:	July 2024
Responsible SMT Lead:	Academic Registrar
Responsible Department:	Academic Affairs
Policy Contact:	Rosella Brennan, Head of Registry Services (rbrennan@arden.ac.uk)
Review Frequency:	3 years