



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

UCEM Student Transfer Policy

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UCEM Student Transfer Policy

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1. Background

- 1.1 All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018.
- 1.2 For the purpose of this policy student transfer arrangements are defined as opportunities for students to transfer between taught programmes at UCEM as well as student transfer between higher education providers.
- 1.3 This policy applies to all students registered on higher education programmes at UCEM.

2. Student transfer between programmes at UCEM

- 2.1 Occasionally a student may decide to change their registered programme, this can be for several reasons, including a change in career, or to meet a specific competency requirement of an accrediting Professional Statutory and Regulatory Body.
- 2.2 When requesting to transfer to a different programme, students should be aware of the following:
 - Students, in principle, can transfer to a different programme if they meet the academic criteria and requirements for the new programme.
 - Any transfers into, out of or between apprenticeship programmes will be dependent on UCEM, the employer and apprentice all being able to continue to meet regulatory, funding compliance requirements and for there to be sufficient structured training remaining on the programme they are transferring to. A new apprenticeship application and additional documentation will be required.
 - Providing the conditions for transfer are met, permission to register for the new programme will usually occur before the start of the next semester.
 - Students are not normally permitted to transfer between programmes during a semester. Requests to do so will be considered only in exceptional circumstances.
 - If the modules the student has studied match exactly those of the programme onto which they want to transfer, then their marks and credits will be transferred to the new programme.
 - If the modules the student has studied do not match exactly those of the programme onto which they want to transfer, it may still be possible to transfer credit (but not marks) to the new programme. The Recognition of Prior Learning (RPL) panel will assess whether this is possible based on the learning outcomes of the modules in question.
 - Credit can only be transferred for full modules.
 - If a student wishes to transfer to a different programme, they should contact the Student Advice Team via Student Central.

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3. Student transfer from another Higher Education provider to UCEM

3.1 UCEM welcomes all applications from students studying at other higher education providers.

- Applicants wishing to transfer will need to submit an application to study at UCEM via the application forms available on the website www.ucem.ac.uk.
- Applications for transfer should be made within the application deadlines for new applicants published on the website.
- Student Transfer is not normally permitted outside of the application period.
- All requests for credit transfer must be indicated as a request for recognition of prior learning on the application form, and will be considered in line with the relevant section of UCEM's [Code of Practice Admissions and Recognition of Prior Learning](#).
- Apprentices transferring from another institution but continuing on the same standard will also be required to provide additional evidence from their previous training provider on off the job hours recorded and funding claimed to date. This information will be reviewed alongside their application to transfer and will inform UCEM's decision as to whether the apprentice can transfer.

4. Student transfer from UCEM to another Higher Education provider

4.1 If a student wishes to leave UCEM and transfer to another higher education provider, the student will be provided with a transcript. The transcript will confirm any completed modules, their credit value, level, and marks awarded, and any awards gained (including intermediate awards achieved). Module descriptors for completed credits can be downloaded from the VLE or provided on request via Student Central.

4.2 The decision to accept credit from UCEM is at the discretion of the receiving institution and final degree classifications may be weighted differently across the years at different institutions.

4.3 Where the decision to transfer is a consequence of events outlined in the Student Protection Plan UCEM would provide support for students to transfer to another provider.

5. Financial implications

5.1 UCEM will advise students if there are any financial implications related to their transfer, including any implications for students that are in receipt of a student loan.

6. Review of this policy

6.1 This policy is reviewed annually by the Quality and Standards Enhancement Committee and is available to on the UCEM website.

Signed by:  Lynne Downey, Chair of the Quality Standards and Enhancement Committee Date: 7th June 2024