

Student Transfer Policy

Introduction

Student transfer is defined in a number of different ways:

- When a student transfers from one programme to another at their current institution; this may include changing from one mode of study to another, for example full-time to part-time
- When a student transfers to the same or a different programme at another institution
- Students who transfer may start the same programme or the same stage of study again, for example first year undergraduate, or they may join a programme with advanced standing by entering the second or third year with recognition of credit that they have already achieved.

Scope

This policy covers the following undergraduate or taught postgraduate (PGT) students:

- Students studying at undergraduate or PGT level at another institution who wish to transfer to Queen Mary;
- Students studying at Queen Mary who wish to transfer to another institution; and
- Current Queen Mary applicants and students who wish to transfer to another programme within the university.

Related policies and regulations

This policy should be read alongside the following Queen Mary policies and regulations, which are published in our [Policy Zone](#):

- Admissions Policy
- Accreditation of Prior Learning Policy
- Academic Regulations

New students transferring into Queen Mary

Undergraduate students

The majority of programmes at Queen Mary will consider applications for first year entry from students who are currently studying or have previously studied at another higher education institution. Students must demonstrate that they have met the entry criteria for admission.

Many programmes at Queen Mary will consider applications for transfer to the second year of a three year or the third year of a four year programme. Students wishing to transfer must meet the entry criteria for admission; these include meeting minimum grades at A Level (or equivalent qualification) and achieving acceptable grades in their previous study. The maximum number of credits a student can transfer into a programme at Queen Mary is set out in the [Accreditation of Prior Learning Policy](#).

Additional consideration will be given to students wishing to transfer to Queen Mary because of extenuating circumstances, such as choosing to study nearer their home because of serious illness affecting them or a close member of their family.

Transfer into the second year of a three year programme or third year of a four year programme is called advanced entry. Some programmes do not consider advanced entry because of the nature of the curriculum, as completion of the first year and, where relevant, the second year at Queen Mary is a pre-requisite for progression to the second or third year.

Queen Mary Undergraduate Admissions publishes [information about transfers and advanced entry](#), including programmes available and the process for applications.

Undergraduate students wishing to transfer into a Queen Mary programme should contact the [Admissions Office](#) and provide the following information:

- evidence of all your achieved qualifications (Level 3 and university level)
- evidence of your current university studies (if not completed, we still need to see the modules you are taking and any achieved grades e.g. an interim transcript)
- an academic reference from your current university, including your predicted end of year grades where your studies are not complete.

Students wishing to apply for a transfer must normally submit their application through [UCAS](#).

Postgraduate students

Students on taught postgraduate programmes wishing to transfer to Queen Mary will be considered in line with the [Accreditation of Prior Learning Policy](#).

Postgraduate students wishing to transfer into a Queen Mary programme should contact the [Admissions Office](#) and provide the following information:

- evidence of all your achieved qualifications (normally your Bachelor degree)
- evidence of your current university studies (if not completed, we still need to see the modules you are taking and any achieved grades e.g. an interim transcript)
- an academic reference from your current university, including your predicted end of year grades where your studies are not complete

Students wishing to apply for a transfer must complete the Queen Mary application form for the relevant [programme](#).

Required modules

Students who are permitted to transfer to a programme at Queen Mary with advanced standing, having completed credits at another higher education institution which are recognised at the point of admission, may be required to take specific modules in order to meet the learning outcomes of the programme. Similarly where students have already completed the syllabus of mandatory modules, they may be required to take alternative modules.

Current students transferring out of Queen Mary

In order to transfer to another institution, a student must formally withdraw from Queen Mary. Upon withdrawal, a student will receive a transcript in the form of a HEAR, including results for all

modules taken and academic credit for all modules successfully completed up to the point of transfer. Where a student qualifies for an exit qualification, this will be made subject to the terms of the Academic Regulations. The volume of credit recognised by the new institution and the nature of that recognition will be defined by the regulations of the new institution. Upon transfer a student will cease to be a Queen Mary student and as such will no longer be eligible for further assessment, resits, or participation in other Queen Mary activities.

Applicants and current students transferring within Queen Mary

When Queen Mary makes an offer to study at Queen Mary, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Head of Admissions (or nominee).

An applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.

A first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

A student in a subsequent year of study may only change programme if they meet all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

Tier 4 students and transfers

All student transfers will be subject to the UKVI student immigration rules in force at the time of the request. Students on a Tier 4 visa who are considering a transfer to a new programme should take advice from the [Queen Mary Advice and Counselling Service](#) before proceeding.

Additional information, advice and guidance

Students considering transferring are encouraged to use sources of information, advice and guidance, including:

UCAS:

[Changing or leaving your course](#)

Queen Mary Undergraduate Admissions (new students wishing to transfer in):

[Transfer and advanced entry](#)

[Apply for taught programmes](#)

Queen Mary Registry (current students wishing to transfer internally):

[Changing your programme](#)

[Withdrawing from your studies/Transferring to another institution](#)

Queen Mary Advice and Counselling Service:

Undergraduates: [Transferring to a new course – UK and EU students](#)

Postgraduates: [Changes to your studies – interrupting, withdrawing, re-sitting, transferring
Resitting, interrupting or leaving your course – a guide for international students](#)