



# Student Transfer Policy

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## Student Transfer Policy

### 1 Introduction and General Rules

Transferring is the process whereby a current student, either at Brunel or at another institution, moves from one degree programme to another, or one mode of study, for example full time to part time, to another. This includes students: transferring to Brunel from another institution; transferring from Brunel to another institution; transferring between Brunel programmes; or transferring to a different mode of study, for example from full-time to part-time.

Brunel commits to fully considering all transfer requests; and will ensure, where a student or staff member is joining Brunel or moving internally, that individuals have the right background to successfully complete their course.

This policy applies to students external to Brunel; current Brunel students<sup>1</sup>; and Brunel staff involved in the transfer process.

In-year transfers to or between Brunel programmes will not normally be permitted if more than 2 weeks of the academic year has transpired.

Where a student's prior attainment exempts them from a modular block(s), a delayed start to a programme may be possible if the timetable permits it, and this will be determined by the relevant academic department.

### 3 Process for Students Transferring to Brunel from another Institution

The eligibility of a student from another institution to transfer to a Brunel programme is determined by the relevant programme's entry criteria, the timing of the request, and the University's Exemptions Policy (available [here](#)).

Students from another institution wishing to transfer to a Brunel **undergraduate** programme should contact Admissions at [admissions@brunel.ac.uk](mailto:admissions@brunel.ac.uk) who will, following a preliminary check, advise the student if they should apply, which is via

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<sup>1</sup> "Current" Brunel students refers to fully enrolled students

UCAS. Once the UCAS application is received, it will be referred to the relevant academic department for consideration<sup>2</sup>.

Students wishing to transfer to a **postgraduate** programme should contact Admissions at [admissions@brunel.ac.uk](mailto:admissions@brunel.ac.uk) who will assess the information and, if appropriate, advise the student to apply via the Brunel website. Once the application is received, it will be referred to the relevant academic department for consideration.

Following approval of an applicant's request to transfer to a Brunel programme, the University's Admissions Team will provide confirmation to the applicant.

Students transferring in to the University whose admission is based on prior attainment will be required to provide the original certificate or transcript at registration.

In the event that the transfer in to Brunel is denied, the applicant will be informed by Admissions and should they wish to appeal the decision, are advised to consult the University's Admissions Policy (available [here](#))

#### **4 Process for registered Brunel Students Transferring out of the University to another Institution**

To begin the process of transferring out of a programme, a registered Brunel student must use the "Withdraw from my Course" function in eVision.

Once the withdrawal has been confirmed, confirmation of the student's achievement at the University will be provided as follows.

##### Students with an Interim Award

Where a student wishes to transfer from Brunel to another institution following completion of a level of study which provides for an award – for example, a Certificate of Higher Education is achieved through successful completion of level 4 at Brunel (120 credits) – a certificate and transcript will be provided. This certificate is made available following confirmation of the award by a Board of Examiners, and through the "Certificate Request" task in eVision.

In addition to receiving a certificate, former Brunel students wishing to provide another institution with evidence of their award are able to use the online award verification service, VerifyAward, which enables students to view and share securely award and modul result information with third parties.

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<sup>2</sup> Brunel staff seeking guidance on the application of the University's Exemptions Policy should contact Quality Assurance.

## Students without an Interim Award but with Completed Modular Blocks

Where a student wishes to transfer from Brunel to another institution following completion of one or more modular blocks (which has not resulted in an interim award), or a foundation programme, they should request from their current Taught Programmes Office a “No Award Transcript”. This transcript will be provided in an electronic or hard copy and will be endorsed by the relevant department. The transcript will provide details on all assessment and modular blocks undertaken by the student whilst registered on their current programme, and will include the level of study, the number of credits and the grades achieved.

### 5 Process for registered Brunel Students Transferring between Brunel Programmes (Course Change)

The formal request to transfer between Brunel programmes is made using the “Change My Course” function in eVision, which provides detailed guidance on the process. The relevant academic department for the programme the student wishes to transfer to will consider the course change request.

Departments will confirm or reject course change requests via the eVision facility. Where a course change request is accepted by the department, the request will be forwarded to either Admissions (if there is a change of discipline) or Student Centre Operations (if there is no change of discipline), to create the new record.

Department staff can request a course change on behalf of the student at any time.

LBIC students do not have the option to self-serve for course changes and these requests must be undertaken by the LBIC departmental team.

The process for transferring from a non-placement version of programme to the placement version (and vice versa) is facilitated through the “Change My Mode of Attendance” function in eVision.

### 6 Process for registered Brunel Students Transferring between Modes of Study (part-time/full-time)

The formal request to transfer to a different mode of study (part-time/full-time) on the same programme is made using the “Change My Mode of Attendance” function in eVision, which provides detailed guidance on the process.

Where a change in mode of study is included in the transfer from one programme to another, this will be incorporated in to the Course Change process.

### 7 Tier 4 Students and Programme Transfers

Tier 4 Students wishing to transfer in to Brunel from another higher education institution, or wishing to transfer out of Brunel to another higher education institution, will be subject to current UK immigration rules.

Tier 4 students wishing to transfer to another institution must first withdraw from the University using the “Change My Course” function in eVision.

Tier 4 students who are transferring to another institution will have their sponsorship from the current institution withdrawn. Students are advised to contact their new institution for details on how to apply for a new tier 4 visa.

A current Tier 4 student at Brunel wishing to transfer to another Brunel programme should refer to the “Your responsibilities as a Tier 4 visa holder” webpage available [here](#).

Further information is available from UK Visas and Immigrations at <https://gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student>

## 8 Additional Advice and Guidance

For additional guidance regarding transfer process, external students should contact [admissions@brunel.ac.uk](mailto:admissions@brunel.ac.uk) and current Brunel students should contact [student.centre@brunel.ac.uk](mailto:student.centre@brunel.ac.uk).