

Internal Programme of Study Transfer Policy

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	All Faculty Staff, Admissions Tutors
Approved by:	Academic Board, 29 th June 2015
Responsibility for Document Review:	As above and/or the Academic Registrar
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RELEVANT DOCUMENTS

- UK Quality Code for Higher Education – Chapter B2: Recruitment, selection and admission to higher education
- Admissions to Higher Education: Recommendations for Good Practice (2004) (the Schwartz Report)
- UCAS Admissions Guide

RELATED POLICIES & DOCUMENTS

- LJMU Admissions Policy
- LJMU Code of Practice for Admissions

Institutional Context

Each year, a number of LJMU students decide that they wish to leave the programme of study on which they are registered and apply to join a different LJMU programme of study. This policy is designed to ensure that the process for considering such applications is based on the skills and abilities of the students concerned, and that these applications are considered in a structured, transparent and fair manner.

Principles

LJMU's recruitment procedures should adhere to the "principle of fair admissions" first set out in *Fair Admissions to Higher Education: Recommendations for Good Practice* (2004) (the *Schwartz Report*) and referenced by the Quality Assurance Agency in Chapter B2 of the UK Quality Code for Higher Education. The five 'Schwartz principles' state that a fair admissions system should:

- be transparent
- enable institutions to select students who are able to complete the course, as judged by their achievements and their potential
- strive to use assessment methods that are reliable and valid
- seek to minimise barriers for applicants
- be professional in every aspect and underpinned by appropriate institutional structures and processes

Scope of Policy

All students at LJMU are registered on a programme of study. This policy covers those students who wish to leave the programme of study on which they are currently registered and join another programme, excluding the following categories

- Postgraduate research students and students registered on Professional Doctorates.
- Students studying on a programme of study delivered by a collaborative partner¹.
- Students studying on a programme of study that is validated to facilitate transfer to another named programme of study following completion of a specific set of modules (a list of these programmes is included in appendix A)

Competitive applications

When a student wishes to join another programme of study, they are likely to be competing for a place on that programme with external applicants. In order to be fair to external applicants, there is no right to internal transfer, except where clusters of programmes are validated to facilitate transfer as a right (see Appendix 1).

¹ Students who wish to transfer from a Foundation Degree delivered at a Partner College to an Articulated Progression Route delivered at LJMU should do so via UCAS.

Applications will only be considered for those programmes which have available places.

Consideration of applications to transfer

Except in the circumstances outlined above, all applications for internal transfer are considered by Faculty Admissions Hubs, using a standard University Application Form.

When an application for transfer is successful, the Faculty Admissions Hub informs the programme leader of the programme the student is leaving along with the programme leader of the destination programme.

LJMU is committed to facilitating student progression by credit transfer. Internal transfer applications that contain an element of progression (eg transferring from level 4 of one programme to level 5 of another programme) contain within them an application for credit transfer, which must be accepted by the University prior to enrolment on the higher level of study. Procedures for the consideration of applications for credit transfer are contained within the University's *RP(E)L Policy* and *RP(E)L handbook*.

Undergraduate internal transfers with an element of progression (eg level 4 to level 5, or level 5 to level 6) will not be allowed for students who are trailing credits (ie where a student has not obtained 120 credits for the level that they are currently enrolled on).

Timescales

Applications for internal transfer received by the University's Module Registration Deadline can be considered and approved immediately.

Applications to transfer during the course of an academic year can be facilitated if a student's current programme and proposed destination programme are both semesterised, and the application is received by the University prior to the start of teaching in semester 2.

All applications received after the start of semester 2 can only be considered for transfer at the start of the subsequent academic year.

Appeals

An appeal is a request for a review of an admissions decision or the wording, terms or conditions of an offer that has been made to an applicant. A complaint is a specific concern related to a procedural error, irregularity or maladministration in the University's admissions policy and procedures.

In the event that an applicant is unhappy or has concerns about any aspect of the internal transfer process, applicants are encouraged to contact the University utilising the LJMU Appeals and Complaints form.

Where appropriate, the grounds for an appeal or complaint will be investigated and resolved through informal means before moving to a formal process should this be necessary.

Appendix 1

The following programmes are validated to facilitate transfer as a right. Such transfers are managed by Faculties.

- BA Criminology and Sociology students are entitled to transfer to BA Criminology or BA Sociology at the start of level 5, providing that they have completed level 4 of their original programme of study.
- BA English, Media and Cultural Studies students are entitled to transfer to BA Media, Culture, Communication or BA English Literature at the start of level 5, providing that they have completed level 4 of their original programme of study.
- BA History and English Literature students are entitled to transfer to BA History or BA English Literature at the start of level 5, providing that they have completed level 4 of their original programme of study.
- BA Drama and English Literature students are entitled to transfer to BA Drama or BA English Literature at the start of level 5, providing that they have completed level 4 of their original programme of study.
- BA English and Creative Writing students are entitled to transfer to BA English Literature or BA Creative Writing at the start of level 5, providing that they have completed level 4 of their original programme of study.
- BA Drama and Creative Writing students are entitled to transfer to BA Drama or BA Creative Writing at the start of level 5, providing that they have completed level 4 of their original programme of study.

BA Creative Writing and Film Studies students are entitled to transfer to BA Creative Writing or BA Film Studies at the start of level 5, providing that they have completed level 4 of their original programme of study.