

University Policy on Student Transfer between Undergraduate Programmes and Units



Summary			
The policy sets out the parameters and process by which undergraduate students can seek a transfer between programmes and units of the University.			
Scope - This document applies to:			
All undergraduate students studying on programmes of the University.			
Applies to academic year	2024/25		
Document Control			
Owning team	Academic Quality and Policy Office		
Division	Education and Student Success		
Lead contact	Deputy Director of Education Quality and Policy		
Type	Policy	Status	Approved
Asset number	As listed on asset register	Version	5.1
Approved by	University Education Committee	Date current version approved	19.05.2021
Date current version published	05.08.2024	Date first published	01.09.2014
Revision schedule	Every two years	Next review date	01.06.2026
Superseded documents	N/A		
Related documents	Regulations and Code of Practice for Taught Programmes		
Keywords	transfer		

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Opportunities for the transfer of programme

Occasionally, a student may seek to change their programme of study; this may be for a number of reasons. It may be the student has decided that they no longer have an academic interest in the subject for which they initially registered or that they wish to pursue another subject. In either case, the following rules apply:

1. Students, in principle, can transfer between programmes, subject to approval, but there is no automatic right of transfer between programmes. Transfer is subject to sufficient space being available and the applicant meeting the academic criteria and requirements for the new programme.
2. Providing the conditions for entry are met, permission to register for a new programme will not normally be granted outside of the following time periods, as it becomes increasingly difficult to catch up on the content of a new programme, especially where practical work is concerned:
 - Within the first TWO weeks of the first teaching block*;
 - At the end of the first year of study, where the student has met the criteria for progression to the second year.

* Students who still wish to transfer programme following the second week of the start of the first teaching block may be required to suspend studies for the remainder of the current academic year and commence the new programme at the start of the next academic year.

3. Students can, however, transfer outside of these time periods where the structures of the two programmes in question are cognate, i.e. sufficiently similar, so that the student would not be academically disadvantaged by the transfer, for example between an honours programme to one with a 'study in industry', or between a joint and singles honours programme, and vice versa.
4. Students seeking a transfer to a programme with a study abroad year (in an English language) from a cognate programme may only submit a request to transfer within the first TWO weeks of the first teaching block in their second year of study. The transfer is subject to approval from the home school and faculty of the student and confirmation by the Centre for Study Abroad that a placement is available and has been secured.
5. International students with a student visa may transfer within the time periods above, although the transfer will have an impact upon his or her visa. Students should seek advice from the Student Visa Services **prior to** requesting a transfer:
www.bristol.ac.uk/directory/visas/.
6. Schools, subject to faculty approval, may allow the transfer of a student onto the final year of an Integrated Masters programme provided the student has fulfilled the equivalent programme learning outcomes for the programme to which the transfer is intended and the school is satisfied that the student is capable of performing at the standard required for the integrated masters degree.

There are also academic reasons why a student may wish to transfer and, in some cases, a transfer of programme may be sought where a student has failed to fulfil programme requirements.

7. A student who has not achieved sufficient credit points for progression in one programme may wish to seek a transfer to a cognate programme, particularly in cases where they are unable to achieve the credit points in a discrete part of the programme (e.g. in a single unit or in half of a joint honours programme). The proposed transfer will be at the discretion of the 'receiving' school.
8. If agreed, the receiving school will indicate to the student the point in the programme they will begin their studies following transfer and specify whether any credit and marks obtained from units undertaken in the previous programme, which are common to the new programme, will be accepted.

Opportunities for the transfer of (optional) unit(s)

Similarly, a student may seek to change an optional unit within their programme of study during the year of study.

9. Students in principle can transfer from an optional unit to another optional unit in the same teaching block within their programme structure, subject to approval, but there is no automatic right of transfer. Students are not permitted to withdraw from a unit in the first teaching block and undertake a unit in the second teaching block as a replacement, unless there are validated extenuating circumstances.
10. Transfer is subject to: sufficient space being available on the new unit; the student's timetable; and, the fulfilment of any pre- or co- requisites that the new unit might have.
11. Permission to register for a new unit will normally only be granted within the first two weeks of the unit being taught. Where the taught component of a unit is delivered over a period of less than eight weeks, then the deadline in which students are permitted to transfer onto such a unit may be reduced to the end of the first week in which the unit is taught.

Transferring a programme or unit(s)

12. A student who wishes to transfer from one degree programme to another must first obtain the consent of both the Faculty and the School that will relinquish the student and the Faculty and the School (if different) that is accepting the student onto a programme.
13. A student who wishes to transfer from one unit to another must obtain the consent of their home School and also the School, if different, that owns the unit that the student is transferring from or onto.
14. The 'relinquishing' school must notify the 'receiving' school of any recorded issues relating to the student, particular those which have had or may have an effect on academic progress, prior to approving the transfer. Where the transfer involves a disabled student, details of any existing reasonable adjustments must also be shared with the 'receiving' school.
15. The arrangements for a transfer of programme or unit(s) on the return of a student from a suspension of studies must be set out and agreed by the relevant parties at the point of suspension.