

Student Transfer Policy

1. Introduction and values

- 1.1. Queen Mary's priority for admissions is to match prospective student with the course in which they have the potential to succeed and the course that best meets their academic needs. Queen Mary recognises there are individual circumstances where a student may wish to transfer from one University to another or one programme or mode of study to another.
- 1.2. Student transfer is the process whereby a current student, either at Queen Mary or at another institution, changes from one degree programme to another. This can include
 - a) Transferring between programmes at Queen Mary University. This can include changing from one mode of study to another, for example changing from a full-time programme to a part-time programme.
 - b) Transferring to Queen Mary from another institution
 - c) Transferring from Queen Mary to another institution
- 1.3. Most commonly, students wishing to transfer from one university to another at Undergraduate level will want to apply with [advanced standing](#) by entering the second or third year with recognition of credit they have already achieved.
- 1.4. Students may also wish to start the same programme or the same stage of study again.
- 1.5. Transfers are not automatic or guaranteed in every circumstance even where all entry requirements have been met.

2. Purpose

- 2.1. This policy outlines the ways in which an applicant or student can be considered for advanced entry onto an Undergraduate Taught Programme.

3. Scope

- 3.1. This policy applies to all programmes leading to the award of an Undergraduate qualification. For applicants looking to apply for a Postgraduate award, please refer to the Accreditation of Prior Learning Policy.

4. Students transferring into Queen Mary University of London

- 4.1. 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 for entry onto the first year.
- 4.2. A select number of programmes at Queen Mary will consider applications for transfer to the second year of a three year programme or the third year of a four-year programme. Accreditation of credits (transfer of credits from previous studies) or direct entry to final year of an undergraduate course is not permissible. In rare and exceptional circumstances approved by the Head of Admissions where a student is studying a programme approved under collaborative agreement, prior study and marks achieved may count towards the final award as agreed through the collaborative formal agreement or at the point of admission.
- 4.3. Students wishing to transfer must meet the entry criteria for admission; these include meeting minimum entry requirements required to enter the first year of the programme such as the published grades at A level (or equivalent qualification) and achieving acceptable grades in their current or previous university study.
- 4.4. The maximum number of credits a student can transfer into a programme at Queen Mary is set out in the table below. This information is provided for the guidance of applicants for student transfer and the maximum credit volumes specified below do not constitute an entitlement.
- 4.5. The table below is an illustrative example of maximum number of credits an applicant could transfer at Queen Mary.

Award	NQF level	Maximum credit given through APL	Minimum credits to be taken at Queen Mary	Total credits for award
Graduate Diploma	6	30	90	120
Graduate Certificate	6	15	45	60
Integrated Masters	6	240	240	480
Bachelors	6	120	240	360

- 4.6. Queen Mary Undergraduate Admissions publishes information online about

transfers and advanced entry, including programmes available and the process for applications.

- 4.7. 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.
- 4.8. 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 (This includes your RQF Level 3 or equivalent (e.g., A Levels) qualifications and any university level studies)
 - 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 formal application through UCAS.

5. Readmission

- 5.1. A Queen Mary graduate who has successfully completed a Queen Mary Certificate of Higher Education or Diploma of Higher Education (as the intended award) may be admitted with advanced standing to a programme leading to the associated higher level exit award of Bachelor or similar.
- 5.2. Applications for readmission to a programme previously failed or one which shares modules with a programme previously failed will not be considered in line with the [academic regulations 2024/25 \(accreditation of prior learning 2.4\)](#)
- 5.3. Applications for readmission should address the reasons for the initial withdrawal and the changes in circumstances which enable the applicant to return to study. Following a successful application for readmission, a student will study only the elements of the programme yet to be completed and the amount of academic credit to be taken will be reduced accordingly. The award regulations will take account of all marks and modules taken during both registration periods.

6. Current students transferring within Queen Mary University of London

- 6.1. Students who are currently enrolled on a programme at Queen Mary and wish to

change their programme should refer to the relevant section of the [Academic Regulations 2024/25 \(change of programme 2.52\)](#)

- 6.2. 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.
- 6.3. 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. Students must note that this is not guaranteed.
- 6.4. 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 Director of Admissions (or nominee).
- 6.5. An applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme and subject to availability of places on the programme.

7. Rules for progression and award

- 7.1. Where credit has been awarded for Student Transfer the amount of academic credit to be taken at Queen Mary will be reduced accordingly in line with the [academic regulations 2024/25 \(2.7\)](#).
- 7.2. The modules taken at the previous higher education institution will count towards the total amount of credit necessary for the award of a Queen Mary University of London degree. However, the marks achieved in the modules taken at the previous higher education institution will not be used in the calculation of the degree classification. The degree classification will be calculated solely on the modules undertaken whilst studying at Queen Mary University of London; this is referred to as 'truncated weighting', which means that the calculation of the 'College Mark' which is used to determine your degree classification will be based on your study at Queen Mary University of London.

8. Required modules

- 8.1. 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.

- 8.2. Where students have already completed the syllabus of mandatory modules, they may be required to take alternative modules. Queen Mary will not be able to consider transfers of students where there is a significant overlap of study.

9. Students who require a visa to study

- 9.1. All student transfers will be subject to the UKVI student immigration rules in force at the time of the request. Students on a Student Route visa who are considering a transfer to a new programme should take advice from the Queen Mary Advice and Counselling Service before proceeding.

10. Fees

- 10.1. Where an applicant is admitted through a Student Transfer into a Queen Mary programme, the fee for the programme of study will normally be adjusted to reflect the proportion of study to be completed at Queen Mary. An administration fee may be charged for consideration of a transfer application.

11. Current students transferring out of Queen Mary University of London

- 11.1. 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.
- 11.2. 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, re-sits, or participation in other Queen Mary activities.

12. Review

- 12.1. This policy will be reviewed annually.
- 12.2. Minor updates to this policy that do not affect the rules, principles or intent of this policy may be approved by the Policy Scrutiny Group on behalf of the Education Quality and Standards Board.

Policy Information and Document Control

Policy title	<i>Student Transfer Policy.</i>
Related policies and procedures	<i>Admission Policies</i>
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Policy owner	<i>Chris Sleeman - Director of Admissions.</i>
Policy contact	<i>Lalani Young/ Chris Sleeman</i>