



LEEDS  
BECKETT  
UNIVERSITY

# Student Transfer Plan

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21/01/20

[www.leedsbeckett.ac.uk](http://www.leedsbeckett.ac.uk)

## Background

1. All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to facilitate transfer to a different course or provider (incoming or outgoing) and to facilitate student transfer under a Student Protection Plan where required.

All references to 'the university' in this document refer to Leeds Beckett University.

## Introduction

2. This document sets out our institutional arrangements for students to transfer to a different course or provider. It covers arrangements for students transferring out and for those transferring in to Leeds Beckett University. It also supports students seeking transfer to another course at Leeds Beckett University.
3. Student transfer, for the purposes of this document includes:
  - a) Transfer triggered by the University's Student Protection Plan
  - b) Transfer to another provider from Leeds Beckett University
  - c) Transfer into Leeds Beckett University from another provider
  - d) Transfer between courses at Leeds Beckett University
4. In the event of 3a) we will firstly aim to teach out all current students on their original course; where this is not possible, we will facilitate an appropriate transfer to another appropriate course or provider. Information about Leeds Beckett University's Student Protection Plan is available from:  
<https://www.leedsbeckett.ac.uk/public-information/student-protection-plan/>
5. In the event of 3b) we will facilitate Leeds Beckett students who wish to transfer to another provider. Please see information regarding transfer out of Leeds Beckett University below (paras 10-12).
6. In the event of 3c) above, we will facilitate transfer of students from other providers to Leeds Beckett where we may be able to offer a suitable alternative course for students to complete their studies. Please see information regarding transfer in to Leeds Beckett University below (para 13).
7. In the event of 3d) above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses below (paras 14-15).
8. This plan is available to all current and potential students and is reviewed annually.

## Student Transfer triggered by the University's Student Protection Plan

9. The University's Registrar (or their nominee) will establish a Student Protection Implementation Team appropriate to transfer, and will oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the reasons for the implementation plan, the responsible manager for the plan (normally the Dean or nominated senior academic manager), details of the Students' Union named representative and advice team, the risks identified and likely implications for students, the communication, University support and advice plan for students and the timescales involved.

## Transfer Out of Leeds Beckett University

10. As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:
  - a) Course or discipline closure
  - b) Institutional closure
  - c) Loss of designation
  - d) Loss of accreditation
  - e) Student-led withdrawal
11. Should transfer to another provider be necessary we will support arrangements to:
  - a) Confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript.
  - b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Fee Schedule and Liability Policy, available at: <http://www.leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/fee-schedule-and-liability-policy.pdf?la=en>
12. Transfer out of Leeds Beckett University will be facilitated by Admissions in accordance with relevant Student Protection Implementation Plan(s) where these apply.

## Transfer In to Leeds Beckett University

13. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the university, we will consider:
  - a) Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate via Recognition of Prior Learning (available from: <https://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/>). This will be facilitated through our University's admissions processes for taught awards available at:

<http://www.leedsbeckett.ac.uk/studenthub/admissions/>

or research awards available at:

[researchadmissions@leedsbeckett.ac.uk](mailto:researchadmissions@leedsbeckett.ac.uk)

- b) Admission of students onto an alternative taught course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for [Admission and Recognition of Prior Learning](#) (Section 2 of the University's Academic Regulations). Further information is available from: <https://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/>.

### Transfer between Leeds Beckett Courses

- 14. As a consequence of students requesting to transfer between courses at the university we will consider:
  - a) Transfer of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning as noted in paragraph 13a and b above (available from: <https://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/>) and for [Course Transfer](#).
  - b) Transfer of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for recognition of prior learning (available from: <https://www.leedsbeckett.ac.uk/studenthub/recognition-of-prior-learning/>) and for [Course Transfer](#).
- 15. Transfer between courses at Leeds Beckett University will normally be facilitated by the receiving School for current students with advice and support from Admissions or University's Research Admissions where required. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by the relevant Course Director. Information on course transfer and the implications for student funding is available from Student Services and from: [Course Transfer](#).

### Refund and Compensation

- 16. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Schedule and Liability Policy (see paragraph 11b above).
- 17. Compensation for tuition and maintenance costs where students are required to transfer courses or provider are in accordance with the applicable University's Fee Schedule and Liability Policy.

### Advice and Support

- 18. For current Leeds Beckett students in the event of a transfer out of the University, advice and support will be available for students as outlined above. In the first instance, advice is available from the relevant Course Director or School Administrator and from University's Student Services, for example the Student Money Advice team, relating to the funding implications of transfer.

19. For students seeking a transfer in to the University, information is available on the University's web site at: <http://www.leedsbeckett.ac.uk/studenthub/admissions/> or for research students available from [researchadmissions@leedsbeckett.ac.uk](mailto:researchadmissions@leedsbeckett.ac.uk)
20. Independent advice and support is available from the Students' Union Advice Service for students required to transfer out of the University where this is in connection with the University's Student Protection Plan.
21. In the event of Leeds Beckett students seeking to transfer between courses at the University, advice and support will be available to you. In the first instance, advice will be available from your current Course Director and the Course Director of the new course. Information on course transfer and the implications for student funding is available from Student Services and from: [Course Transfer](#). Independent advice and support is available from the Students' Union Advice Service.

### **Feedback and Contacts**

22. If you have any views, concerns or feedback in relation to transfer arrangements arising under the student protection plan, please contact the University Registrar's Office, at [studentprotectionplan@leedsbeckett.ac.uk](mailto:studentprotectionplan@leedsbeckett.ac.uk).
23. Contacts for other enquiries about Student Transfer are:
  - a) For Leeds Beckett students seeking a transfer to another provider for a taught award, please contact your Course Director or Course Administrator in the first instance.
  - b) Transfer into Leeds Beckett University from another provider for a taught award, please contact Leeds Beckett University Admissions, [admissionsenquiries@leedsbeckett.ac.uk](mailto:admissionsenquiries@leedsbeckett.ac.uk) or Research Admissions for research awards, [researchadmissions@leedsbeckett.ac.uk](mailto:researchadmissions@leedsbeckett.ac.uk);
  - c) Transfer between courses at Leeds Beckett University, please contact the relevant Course Director in the first instance.