

## **Programme Transfer Policy and Procedure:**

### **The London Institute of Banking & Finance Undergraduate and Postgraduate Programmes**

This document provides guidance for full-time and part-time students on transferring between The London Institute of Banking & Finance undergraduate and postgraduate programmes and the process to follow [see Annex 1].

#### **1. Overview**

- 1.1 The London Institute of Banking & Finance recognises that there are a number of reasons why a student may wish to change their programme of study. This could be because they no longer have an academic interest in their chosen programme or wish to pursue a different academic area from that originally registered.
- 1.2 Sometimes there are academic reasons for programme transfer, and The London Institute of Banking & Finance may recommend this based on academic judgement.
- 1.3. This procedure also applies to cases of change of mode of study eg from full-time to part-time study or vice versa.

#### **2. Principles**

- 2.1 There is no automatic right to programme transfer.
- 2.2 The London Institute of Banking & Finance does not actively encourage programme transfer but recognises that a student's interests and needs may prompt them to seek this.
- 2.3 The London Institute of Banking & Finance may recommend a programme transfer based on academic judgement.
- 2.4 Programme transfer will only be recommended after careful consideration of a student's ability to meet the learning outcomes of the programme they wish to transfer to.
- 2.5 Undergraduate programme transfer after Level 5 is permissible though unusual and would normally require the student to start from the second year of the programme they wish to transfer to in order to fulfil the requirements of that programme.
- 2.6 The London Institute of Banking & Finance will give due consideration to all cases and in line with The London Institute of Banking & Finance [General and Academic Regulations for Students](#) and The London Institute of Banking & Finance [Code of Practice for Quality Assurance](#). Any decision taken by The London Institute of Banking & Finance on programme transfer is based on academic judgement. The decision can not be appealed.

### 3. Procedure – Undergraduate Programmes

#### Advice

- 3.1 A student may request to transfer from one programme to another at any time during their current year of study but the deadline for applications to transfer programme is **31 August** each year. Programme transfer more commonly takes place at the end of Level 4 study.
- 3.2 If a student is considering transferring programmes it is essential that they seek advice. The student should speak with the Full-Time Programmes team in respect of full-time programmes, or the Student and Customer Services team in respect of part-time programmes to discuss the options available to them. Programme transfer will have implications for a student's study and students will need to understand these before making a formal application to transfer programme.
- 3.3 Students should be aware that if the programme transfer increases their length of enrolment, they are advised to contact the Full-Time Programmes team / Student and Customer Services team and seek advice regarding the financial and/or visa implications as this may affect their entitlement to financial support and/or visa status for study in the UK, if applicable. Students should also be aware of any time limits as set out in section 5.5 of The London Institute of Banking & Finance [General and Academic Regulations for Students](#).

#### Academic Advice

- 3.4 Students will need to accumulate sufficient credits to progress between levels of study and ultimately to obtain an award (360 for a three-year degree). Students will need to take academic advice as the change may affect the modules to be taken.
- 3.5 A student's career options may also be affected if they change to a different programme. The Full-Time Programmes team / Student and Customer Services team will be able to help.
- 3.6 Students should be aware that the options open to them decrease as they progress through their studies. It is also unusual for a change to be approved after the end of Level 5 although it is permissible. It would normally require a student to start from Level 5 of the programme that they wish to transfer to in order to fulfil the requirements of that programme. It is therefore, important that students speak to the Full-Time Programmes team / Student and Customer Services team as soon as they realise that they may want to transfer programme. This will enable the student to understand more fully the academic requirements of the programme.

#### Criteria and conditions

- 3.7 Students can only transfer to a different programme if it has sufficient spaces available and the transfer is considered to be in the interests of the student and not to the detriment of the existing students on that programme.
- 3.8 Students must demonstrate that they meet the academic criteria for the new programme. This applies unless there are academic reasons for which a programme transfer is sought or recommended to the student.
- 3.9 Consideration will be given to the student's academic performance as well as other factors such as motivation for study and attendance.
- 3.10 Students may be required to attend an interview as part of the programme transfer process.
- 3.11 When a student transfers to a new programme, it is expected that they will complete its full academic requirements. However, it may be possible to allow some or all of the credit previously gained to be transferred. Modules attempted but failed under the original programme and re-taken under the new

programme will be capped in line with the General and Academic Regulations for students. Modules not previously attempted on the original programme and taken as part of the new programme will not be capped.

- 3.12 Students who transfer after Level 4 may be required to undertake formal study of modules or required to commit to undertake additional reading ahead of commencement of Level 5 and complete a number of formative assessments relating to key modules not taken at Level 4 in order to make up for subjects not covered during their year one studies.
- 3.13 Students who transfer after Level 5 of the original programme are normally required to commence the new programme at the start of Level 5 in order to fulfil the requirements of the new programme.
- 3.14 Once the student's application to transfer has been received, the Full-Time Programmes team / Student and Customer Services team will liaise with the Head of Programme Management, Lecturers on the existing and the new programme, Enquiries and Admissions Manager, and other The London Institute of Banking & Finance staff as appropriate, who shall determine what contribution previous achievement should make towards fulfilling the requirements of the new programme. They shall determine and notify the student of any repeat study required in order to fulfil the requirements of the new programme. This must be confirmed by the Associate Dean, Degree Programmes as Chair of the Programme Board. .
- 3.15 Part-time students should normally be able to start their new programme at the next available study session. However, it may not be possible for a full-time student to start their new programme until the next available opportunity (usually the Autumn Term), in which case this will be notified on the student's record. It is the student's responsibility to check whether this change will affect their entitlement to Student Loans and other funding.
- 3.16 Should the programme transfer increase or decrease the length of an international student's enrolment period they should seek advice from the Full-Time Programmes team before taking this step, as they may be expected to inform the Home Office ([UK Visas and Immigration](#)) of this change.
- 3.17 The London Institute of Banking & Finance is required to report a leave of absence for an international student to the Home Office ([UK Visas and Immigration](#)) within 10 days of the start date of the leave of absence.

#### Applying for a transfer of programme

- 3.18 If a student wishes to apply for a programme transfer, or a transfer has been recommended, they should speak with the Full-Time Programmes Team / Student and Customer Services team to discuss their options and the implications of transferring programmes. The relevant team will explain how to apply to request entry into a new programme of study. It is the student's responsibility to take note of any advice given to them during discussions about transferring.
- 3.19 If a student is advised that their initial request to transfer is appropriate, they should then complete **Part A** of the Programme Transfer Application form and return it to the Full-Time Programmes team / Student and Customer Services team.

### Approval and sign-off

- 3.20 The Head of Programme Management / the Enquiries and Admissions Manager will, following discussion with Lecturers, the Head of Admissions and Operations and other The London Institute of Banking & Finance staff as appropriate, complete the required sections of the form. This will be signed by the Head of Admissions and Operations prior to review and approval by the Associate Dean, Degree Programmes. The student will be notified when the transfer is approved.
- 3.21 Students should ensure that the following information is included:
- Their current student identification number
  - An explanation of why they wish to change programme. This should be a written statement of no more than 300 words;
- 3.22 Until formal approval is given, the student will remain registered on their current programme and will be expected to comply with all its requirements, including attendance at all classes and completion of assessment.
- 3.23 If applicable, The London Institute of Banking & Finance will notify Student Finance England and the Student Loans Company of any changes to a student's programme for SFE/SLC sponsored students. Students will still need to apply for funding every year.
- 3.24 Further advice on the procedure for seeking programme transfer is available from the Full-Time Programmes team at their office in Lovat Lane or email [ftp@edu.libf.ac.uk](mailto:ftp@edu.libf.ac.uk) in respect of full-time programmes or from the Student and Customer Services team on +44 (0)1227 829499 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk) in respect of part-time programmes.

## **4. Procedure - Postgraduate Programmes**

### Advice

- 4.1 A student may request to transfer from one programme to another at any time during their current year of study but the deadline for applications to transfer programme is 60 days prior to the start of the next academic year.
- 4.2 If a student is considering transferring programmes it is essential that they seek advice. The student should speak with the Course Director, Postgraduate Programmes. Programme transfer will have implications for a student's study and students will need to understand these before making a formal application to transfer programme.
- 4.3 Students should be aware that if the programme transfer increases their length of enrolment, they are advised to contact the Course Director, Postgraduate Programmes and seek advice regarding the financial and/or visa implications as this may affect their entitlement to financial support and/or visa status for study in the UK, if applicable. Students should also be aware of any time limits as set out in section 5.5 of The London Institute of Banking & Finance [General and Academic Regulations for Students](#).

### Academic Advice

- 4.4 Students will need to accumulate sufficient credits to obtain an award (ie 180 for a Masters degree, 120 for a Postgraduate Diploma and 60 for a Postgraduate Certificate). Students will need to take academic advice as the change may affect the modules to be taken.

- 4.5 A student's career options may also be affected if they change to a different programme. The Course Director, Postgraduate Programmes will be able to help.
- 4.6 Students should be aware that the options open to them decrease as they progress through their studies. It is therefore, important that students speak to the Course Director, Postgraduate Programmes as soon as they realise that they may want to transfer programme. This will enable the student to understand more fully the academic requirements of the programme.

#### Criteria and conditions

- 4.7 Students can only transfer to a different programme if it has sufficient spaces available and the transfer is considered to be in the interests of the student and not to the detriment of the existing students on that programme.
- 4.8 Students must demonstrate that they meet the academic criteria for the new programme. This applies unless there are academic reasons for which a programme transfer is sought or recommended to the student.
- 4.9 Consideration will be given to the student's academic performance as well as other factors such as motivation for study and attendance.
- 4.10 Students may be required to attend an interview as part of the programme transfer process.
- 4.11 When a student transfers to a new programme, it is expected that they will complete its full academic requirements. However, it may be possible to allow some or all of the credit previously gained to be transferred. Under the new programme, it will not be possible to re-take modules attempted but failed under the original programme. Modules not previously attempted on the original programme and taken as part of the new programme will not be capped.
- 4.12 Students who transfer may be required to undertake formal study of modules or required to commit to undertake additional reading ahead of commencement of the new programme and complete a number of formative assessments relating to key modules not taken in order to make up for subjects not covered during the earlier part of the programme.
- 4.13 Once the student's application to transfer has been received, the Course Director, Postgraduate Programmes will liaise with Lecturers on the existing and the new programme, and other staff of The London Institute of Banking & Finance as appropriate, who shall determine what contribution previous achievement should make towards fulfilling the requirements of the new programme. They shall determine and notify the student of any repeat study required in order to fulfil the requirements of the new programme. This must be confirmed by the Associate Dean, Degree Programmes as Chair of the Programme Board.
- 4.14 It may not be possible for a postgraduate student to start their new programme until the next available opportunity, in which case this will be notified on the student's record. It is the student's responsibility to check whether this will affect their entitlement to Student Loans and other funding.
- 4.15 Should the programme transfer increase or decrease the length of an international student's enrolment period they should seek advice from the Course Director, Postgraduate Programmes before taking this step, as they may be expected to inform the Home Office ([UK Visas and Immigration](#)) of this change.
- 4.16 The London Institute of Banking & Finance is required to report a leave of absence for an international student to the Home Office ([UK Visas and Immigration](#)) within 10 days of the start date of the leave of absence.

#### Applying for a transfer of programmes

- 4.17 If a student wishes to apply for a programme transfer, or a transfer has been recommended, they should speak with the Course Director, Postgraduate Programmes to discuss their options and the implications of transferring programmes. They will explain how to apply to request entry into a new programme of study. It is the student's responsibility to take note of any advice given to them during discussions about transferring.
- 4.18 If a student is advised that their initial request to transfer is appropriate, they should then complete **Part A** of the Programme Transfer Application form and return it to the Course Director.

#### Approval and sign-off

- 4.19 The Course Director, Postgraduate Programmes will, following discussion with Lecturers, the Head of Admissions and Operations and other The London Institute of Banking & Finance staff as appropriate, complete the required sections of the form. This will be signed by the Head of Admissions and Operations prior to review and approval by the Associate Dean, Degree Programmes. The student will be notified when the transfer is approved.
- 4.20 Students should ensure that the following information is included:
- Their current student identification number
  - An explanation of why they wish to change programme. This should be a written statement of no more than 300 words;
- 4.21 Until formal approval is given, the student will remain registered on their current programme and will be expected to comply with all its requirements, including attendance and completion of assessment.
- 4.22 If applicable, The London Institute of Banking & Finance will notify the Student Loans Company of any changes to a student's programme.
- 4.23 Further advice on the procedure for seeking programme transfer is available from the Course Director, Postgraduate Programmes via email [masters@libf.ac.uk](mailto:masters@libf.ac.uk) on +44 (0)20 7337 6290 .

### Annex 1: Summary Guidance on the Programme Transfer Process

If you decide to change programme you should:

- i. Check that you have not missed the transfer deadline (by 31 August in respect of undergraduate programmes and 60 days in advance of the start of the course in respect of postgraduate programmes. (see below).
- ii. Make sure that you are aware of the potential implications of any programme transfer (see below).
- iii. Undergraduate students should discuss their request with the Full-Time Programmes team / Student and Customer Services team and attend an interview with the Head of Programme Management / the Enquiries and Admissions Manager and your programme lecturers, as applicable. Postgraduate students should discuss their request with the Course Director, Postgraduate Programmes and attend an interview with the Course Director, Postgraduate Programmes and programme lecturers, as applicable.
- iv. Complete a programme transfer application form which should include a signed statement of up to 300 words, setting out your reasons for transferring programme, acknowledging any additional study you will be required to undertake to fulfil the programme requirements.
- v. Copies of this form are available from the Full-Time Programmes team / Student and Customer Services team / Course Director, Postgraduate Programmes. The form **must** be signed by you.
- vi. Return the form to the Full-Time Programmes Team Office / Student and Customer Services Office/ Course Director, Postgraduate Programmes. **Only fully completed forms will be accepted. Forms that are missing essential information or signatures will be returned to you.**
- vii. You will be notified of the outcome of a request by email by the appropriate programme team. During busy periods there may be a delay in processing change of programme requests.

#### Deadline for changing programme

A change of programme is only permitted up to and including the **31 August** each year with respect to undergraduate programmes. Requests submitted outside this period will take effect from the start of the next academic year. A change of programme is only permitted up to 60 days in advance of the course start date with respect to postgraduate programmes.

#### Financial implications

The potential financial implications of changing programme are:

- If your change of programme means a longer period of study you will need to cover the additional tuition fees and cost of living.
- If you transfer to the first year of a new programme, or repeat a Level on the new programme, then you will need to cover the additional fees and living costs.

We will notify Student Finance England and the Student Loans Company of any changes to your programme for SFE/SLC sponsored students. You will still need to apply for funding every year.

If you are sponsored, any change of the programme may have implications for your finances. The London Institute of Banking & Finance will also write to the sponsor notifying them of your programme change.

#### Visa implications

If you are an international student with a Tier 4 Student visa and you transfer to a programme that is **shorter** than the programme you got permission to stay for, you must email the Home Office (UKVisa and Immigration) to tell them this at [migrantreporting@homeoffice.gsi.gov.uk](mailto:migrantreporting@homeoffice.gsi.gov.uk).

If your programme of study is the **same length** as the programme you got permission to stay for you do not need to tell the Home Office (UK Visa and Immigration). If your programme of study is **longer** than the programme you got permission to stay for, you will need to make a new application for extra permission to stay to finish your programme. You can make this at any time during your current permission to stay, although the Home Office (UK Visa and Immigration) will recommend that you make the application as soon as possible.

You can discuss your immigration/visa concerns with the Full-Time Programmes team at their office at Lovat Lane or Student and Customer Services via email on [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk) or phone +44 (0)1227 829499 or the Course Director, Postgraduate Programmes via email on [masters@libf.ac.uk](mailto:masters@libf.ac.uk) or phone +44(0)20 7337 6290.