

Transfer of Studies Procedure

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Date	Supersedes	Description of Change
27 August 2026	N/A	New Procedure

Document Owner	Approved By	Date Approved	Review Frequency
Deputy Academic Registrar: Administration & Business Support	Senate Regulations and Special Cases Committee.	27 August 2026	Every three years.

Note: In exceptional circumstances, and subject to approval by the Chair of the Senate Regulations and Special Cases Committee, responsibilities assigned to Schools, Heads, of School, School Officers or School Committees in these Regulations may be assumed by the College, Head of College, College Officers or College Committees respectively, as appropriate.

Transfer of Studies Procedure



Introduction

1. This Procedure applies to students on undergraduate and postgraduate taught programmes.
2. The Procedure applies to:
 - Internal transfers between programmes, pathways, awards, or modes of study within the University.
 - Applications for admission to the University with advanced standing based on study completed at another recognised higher education provider.
 - Students who wish to leave the University and continue their studies at another higher education provider.
3. This Procedure does not apply to:
 - Applications for interruption of studies, which must be considered under the Procedures for Approving Interruption of Studies.
 - Students whose studies are being terminated under the Termination of Studies Procedure.
 - Disciplinary cases. Such cases must be considered under the Student Discipline Procedure.
 - Academic misconduct cases. Such cases must be considered under the Academic Integrity Procedure.
 - Fitness/Suitability to Practice cases, which must be considered under the University's approved Fitness to Practice procedures.
 - Support to Study cases, which must be considered under the University's Support to Study Procedure.
 - Students whose transfer arrangements are governed by procedures approved as part of the approval or validation process for a programme, including conditions imposed by professional bodies or sponsors.

General Principles

4. Students should discuss any proposed transfer with their personal tutor, senior tutor, course director, supervisor, or Head of School (or nominee) before submitting a formal request.
5. Approval of a transfer is not automatic and will depend upon academic suitability, capacity within the receiving programme, professional requirements and any other factors relevant to the student's ability to complete the programme successfully.
6. Students must consider the academic, financial, accommodation, sponsorship, professional registration and immigration implications of a transfer before submitting a request.
7. Approval of a transfer does not remove liability for tuition fees already incurred.

8. Students studying under a Student Route visa or other immigration permission must ensure that any proposed transfer is permitted under the conditions of their immigration permission. Approval of a transfer does not guarantee that a student will remain eligible for sponsorship or immigration permission, and students remain responsible for ensuring that they comply with all immigration requirements.
9. Approved transfers will normally take effect from the beginning of an academic session or other date approved by Registry. Retrospective transfers will not normally be permitted.

Internal Transfers

10. Applications for internal transfer must be submitted through the MyBangor Request Centre.
11. Requests should normally be submitted before the start of an academic session or within such timescales as may be specified by the receiving School.
12. Requirements relating to changes in mode of study are set out in Regulation 01: Regulations for Taught Programmes.
13. The receiving School will consider:
 - Whether the student satisfies the entry requirements for the programme.
 - Previous academic performance.
 - The availability of places and resources.
 - Professional, statutory, or regulatory body requirements.
 - The student's ability to complete the programme within the maximum registration period permitted by University regulations.
14. Where a transfer would result in a student exceeding the maximum registration period permitted under University regulations, the request will be considered on a case-by-case basis by the Head of School.
15. Registry will consult with relevant Schools and Professional Services before determining an application where this is necessary to assess the application. Where a relevant safeguarding, conduct, Prevent, Fitness to Practice, immigration compliance or disciplinary concern exists, consultation must take place before a decision is reached.
16. The University may use restricted "Further Consideration" notes on student records to indicate that additional consultation or consideration may be required when decisions are being made under University regulations, procedures or policies. The existence of such a note does not determine the outcome of any application or decision and does not, in itself, indicate that a student has breached University regulations or requirements.
17. Where a restricted "Further Consideration" note exists on a student's record, Registry must ensure that any matters relevant to the transfer application are appropriately considered before a decision is reached.
18. Where a student holds a Student Route visa, Registry must seek advice from the University's International Office, Immigration Compliance Team, or other appropriate officers before determining an application.
19. Approval of an internal transfer will be subject to confirmation that the proposed transfer complies with UK Visas and Immigration requirements and that the University is able to continue sponsorship where applicable.

Student Support, Safeguarding and Risk Considerations

20. The existence of an active University process shall not in itself constitute grounds for refusing a transfer application. Decisions must be based upon relevant academic, professional, regulatory, operational and risk-management considerations.
21. Where a student is subject to an active safeguarding plan, risk management plan, disciplinary process, prevent-related support process, fitness to practice process, immigration compliance process, or any other formal University procedure, additional consultation may take place before a decision is reached.
22. Where a restricted "Further Consideration" note has been recorded on the student record, Registry must ensure that the matters identified are considered as part of the transfer decision-making process.
23. The receiving School must be satisfied that any support arrangements, safeguarding measures, risk-management plans, or professional requirements can continue to be appropriately managed following transfer.
24. The purpose of such consultation is to ensure:
 - Appropriate support arrangements can continue following transfer.
 - Risks to the student, staff, or other students can be appropriately managed.
 - Any conditions, restrictions or support measures remain effective.
 - Professional, statutory, or regulatory body requirements continue to be met.
25. The existence of a safeguarding, conduct, welfare, or risk-management concern will not automatically prevent a transfer being approved.
26. Where consultation takes place under this Procedure, a record must be maintained of:
 - The reason consultation was required.
 - The individuals or services consulted.
 - Any risk assessment, support plan or other documentation considered.
 - The outcome of the consultation.
 - Any conditions attached to the transfer.
27. A summary of the consultation and decision will be recorded on the student record in accordance with the University's records management and data protection requirements.
28. Where necessary, Registry may seek advice from:
 - Student Support, Wellbeing and Inclusivity Services.
 - The Safeguarding Lead or nominee.
 - The Prevent Lead or nominee.
 - The Student Casework Team.
 - Security.
 - The Immigration Compliance Team.
 - Support to Study Panel Chair or nominee.
 - A placement provider or placement coordinator.
 - Other relevant University officers.
29. Specific information regarding who to seek advice from may be recorded in a pinned note at the top of the student's MyBangor record. Shared mailboxes will normally be used to seek initial guidance to ensure timely response. Information will only be shared where necessary and in accordance with the University's data protection requirements.
30. Restricted "Further Consideration" notes may only be added by authorised senior staff acting within their professional responsibilities and in accordance with relevant

University procedures, policies and legal obligations, including, but not limited to, safeguarding, student support, casework and data protection requirements.

31. Applications may be:

- Approved.
- Approved subject to conditions.
- Deferred pending the outcome of another University procedure.
- Refused.

32. Where approval is granted subject to conditions, those conditions must be communicated to the student and the receiving School before the transfer takes effect.

33. Approval of a transfer for a student holding a Student Route visa may be subject to additional requirements, including:

- Confirmation that the new programme satisfies UKVI requirements.
- The issue of a new Confirmation of Acceptance for Studies (CAS), where required.
- Changes to sponsorship arrangements.
- Compliance with attendance and engagement monitoring requirements.

Admission with Advanced Standing from Another Higher Education Provider

34. Applications from students seeking admission with advanced standing must be submitted through the University's admissions procedures, outlined in Code 09: Policy and Code of Practice on Student Recruitment and Admissions (Admissions Policy).

35. Applicants may be required to provide transcripts, module information and any other information required to assess prior learning.

36. Recognition of prior learning and the award of credit will be considered in accordance with the University's academic regulations and associated procedures.

Transfer to Another Higher Education Provider

37. Students intending to transfer to another higher education provider should notify Registry and their School as early as possible.

38. The University will provide transcripts, confirmation of credit achieved and other documentation in accordance with University procedures and any applicable legal or regulatory requirements.

39. Students transferring to another provider will normally be required to withdraw from the University in accordance with the University's procedures.

40. Students holding a Student Route visa who transfer to another higher education provider should note that the University may be required to report changes in registration status to UK Visas and Immigration. Sponsorship by the University will normally cease when a student withdraws from their programme.

41. Where a student transfers to another provider whilst subject to an ongoing safeguarding, conduct, Prevent, Fitness to Practice or other formal University process, the University will consider whether any information-sharing obligations arise or whether disclosure is necessary to meet safeguarding, professional, statutory, regulatory, legal or public-interest responsibilities. Any such disclosure will be made in accordance with data protection legislation and relevant University policies.

Notification of Decisions

42. Registry will ensure that students and relevant Schools are informed of the outcome of applications as soon as is practicably possible.
43. The information provided to students will include:
- The outcome of the application.
 - Any conditions attached to approval.
 - The effective date of the transfer.
 - Any implications for fees, funding, sponsorship or immigration status.
 - Any immigration, sponsorship or visa implications arising from the transfer.

Review Procedure

44. A student may request a review of the decision or any conditions attached to the decision made under this Procedure, on one or more of the following grounds:
- Procedural irregularity: the process described and applied to reach the original decision was not properly followed.
 - Unreasonableness: the decision or any conditions attached to the decision were unreasonable or not supported by the facts of the case.
 - New information or evidence: there is new material information or evidence that could make a difference to the outcome which could not have reasonably been made available at the time the original case was considered.
45. Dissatisfaction with the outcome alone, without an identified ground, is not sufficient for a review to proceed.
46. Students must submit a request for review of a decision taken under this Procedure to the Student Casework Team within 10 working days of receiving the decision.
47. The request will be considered under the Review of Decisions of the University Procedure.