

London School of Management Education

# STUDENT TRANSFER ARRANGEMENTS



**APPROVED BY**  
Academic Board

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## 1. INTRODUCTION

This policy and procedure document formulates the requirements and arrangements for students who are currently studying an undergraduate degree at another institution and wishing to transfer to London School of Management Education (LSME) and likewise, the requirements for current LSME students who are considering transferring to another institution. This document also specifies the requirements and arrangement in place for transferring within LSME from one Programme to another.

We are committed to fair admissions and seek to operate a transparent, reliable and inclusive enrolment practice that would meet the needs of our students, aligned with our core values and are in accordance to legislations of the United Kingdom. This policy must be read in conjunction with the:

- Student Protection Plan and Compensation Scheme
- Tuition Fee Refund Policy
- Interruption and Voluntary Termination of Study Policy
- Admission Policy
- Accreditation of Prior Learning Policy

## 2. REASONS FOR WISHING TO TRANSFER

Sometimes students may want to transfer to another programme or leave their institutions entirely for different reasons. These may include the following:

**Dislike for the course:** Maybe it is too difficult or not very enjoyable as originally anticipated or you may have realised that it is not the right route for your future career plans. A change of career plans may also occur if a student has not received appropriate guidance and counselling about career options prior to choosing a college or programme of study.

**Not happy with the location:** Homesickness is a fairly common occurrence for international students who travel far from their home country in order to attend College.

**Feeling lonely:** Sometimes students do not enjoy their studies if they have not made enough good friends and are unable to effectively engage with peer mentoring and learning. In such situations, they may feel isolated and lonely in class and thus the student does not enjoy studying in the College.

**Have personal issues:** This may be due to disability, bereavement, mental health reasons, or other happiness and health-related issues.

**Courses have been discontinued by LSME:** In this situation, LSME will provide ample notice to students and facilitate their transfer to other institutions in accordance with our procedures for termination of courses as part of the Student Protection Plan.

### 3. IMPLICATIONS OF TRANSFERRING

Although this process is not uncommon, it can be difficult and stressful, especially if it feels as if other students are having a great time with their studies. If you are considering transferring,

We advise you to:

- a. **Identify exactly what you may be struggling with:** Perhaps these issues could be addressed with some support before considering leaving. Don't make a hasty decision.
- b. **Ask yourself questions:** Would dropping out of or transferring institution solve your issues? Are you really making the most of the opportunities available to you? You have to actively go and find them. If you are feeling lonely, for example, and struggling to make friends, have you considered opening up some more and engaging in extracurricular activities?
- c. **Talk to someone:** Your teachers are your first point of contact. You can speak to your teachers and if the issue is not resolved, you will be referred to the Welfare Services and other support mechanisms in place e.g. counselling, student mentoring support, advice from Welfare Officer, etc. Talking through something may help you realise things that you may not be able to on your own. They also may have some good ideas of what you could do to make the situation better. Figure out what you would have to do – How easy would it be? Would it be possible and worth it for where you currently are in the academic year? Speak to programme leaders, tutors, lecturers, department staff and other staff who may be able to assist. Work out what your steps are to make the transfer happen. In some cases, you may have to start again from the beginning (repeat the year if it is too late to transfer in your current year) or wait for the next intake of students for the new programme or institution you wish to transfer to. If you transfer course and start a new one part-way through the year, you may not know anyone in your course and may feel behind. It is therefore important to think about this at the right time – Think it through either as soon as possible so that you can change and not miss out on much. Or, during the second half of the first year, in order to switch when you go into the next academic year.
- d. **Consider student finance implication:** Transferring to another college may have certain implications on your student finance if you are a government-funded student. If you leave your course within one month of the course start date, you will be entitled to a full refund of the tuition fee. However, if you leave after one month of the course start date, regardless of what point in the term you leave your course, you will have to pay for the full term of tuition fees. If you leave midway through a term you will have to pay for the full term of tuition fees. If you leave college in your third term, you will have to pay for the full year of fees. You may need to find out more by reading the LSME, Tuition Fee Refund Policy as well as contacting Student Finance England or the Students Loans Company for further details on the financial implication before you make a decision about transferring.
- e. **Consider credit transfer:** You will need to consider if credits from modules completed can easily be transferred to another programme or to another institution. If your new institution is running the same programme as LSME, it will be easy to transfer the credits from modules achieved through the Accreditation of Prior Learning (APL) processes of the institution you wish to join. In situations like this, you will be advised to complete one year so you can transfer to the next academic year in the new institution. It is better to leave with good results than nothing at all.
- f. **Consider your immigration status:** If studying in the UK on a Tier 4 visa, UKVI rules around transferring studies/institutions will apply. You need to be familiar with this before making a decision to transfer. Further information can be found on the UKVI website under Tier 4 students Guidance.  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/843003/T4\\_Migrant\\_Guidance\\_October\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843003/T4_Migrant_Guidance_October_2019.pdf)

#### 4. PROCESS OF TRANSFERRING OUT OF LSME TO ANOTHER INSTITUTION

Where a current LSME student would like to transfer out of LSME to a different institution, the possible implications as detailed in Section 3 will need to be considered by the student. Prior to any formal request for a transfer, the student should consult with a relevant tutor to ensure that they have made an informed decision to transfer. A formal request is sent via email to admin ([admin@lsme.ac.uk](mailto:admin@lsme.ac.uk)) for consideration. Following this, LSME will facilitate the process by following the steps outlined below:

- Hold a meeting with the students to find out why they are transferring and to which institutions they are transferring to and their admission requirements. This meeting will be attended by the student, their Programme Leader, Student Welfare Officer and the Admission Officer and will be recorded on the student meeting form. In the meeting, we will find out why the course is no longer suitable for you? What would make it better? Is it the course content, or the people? If the student is not able to decide what the issues are, there could be a suggestion for them to consider taking time out to gain some work experience, travel or volunteer to make their CV better than if they just had a large gap. This could be the approach for students who have not made academic progress and risk dropping out altogether or end up hopping from one institution to another without any clear decision on what they want from academia. In any case, the formal withdrawal process is explained to the student.
- Ascertain if the credits they have already gained from LSME can be transferred to their new institution and advise accordingly.
- Prepare an academic transcript of units passed, credit values and grades obtained together with their Pearson or University of Chichester registration numbers. For each full-time year of an undergraduate degree completed 120 credits are awarded. Otherwise, students will receive the credits for the modules they have completed and passed. Final degree classifications may be weighted differently across the years at different institutions.
- Provide academic references if required as per the admission process of the new institution.
- Enter all grades on our Student Management System internally and on the Pearson database to enable the claiming of unit certificates.
- Academic Board will formally write to the student to approve their request for termination of their registration with LSME.
- The SLC, University of Chichester or Pearson will then be informed of their withdrawal from the College.

## 5. THE PROCESS OF TRANSFERRING WITHIN LSME TO ANOTHER PROGRAMME

- a. Where a student currently studying on a programme at LSME would like to transfer to a different programme within the same academic department, the student will need to consult with the Programme Leaders in the first instance.

The Programme Leaders will record the meeting as outlined in step 4 (first and second paragraph).

- i. If this request is made within four weeks of the course start date, transfer to the new programme is smoothly facilitated and this will not affect student finance arrangement. In this circumstance, the student finance, University of Chichester and Pearson will be informed of the move to the new programme accordingly. In the case of international students' condition, 3f will apply.
  - ii. If the department is supportive of a move request after 4 weeks of the course start date, arrangements can be made via the Programme Leaders. Approval will be dependent on the suitability of previous qualifications, modules undertaken, grades achieved, and availability of space and how the credits can be transferred to the new programme. In situations where credits achieved are not transferrable to the new programme, conditions 3d, 3e, 3f will apply.
- b. Where a student currently studying on a programme at LSME would like to transfer to a programme in a different academic department the student will need to consult with the Programme Leaders in the first instance as outlined previously. It is however unlikely that a transfer into the second (or third) year of a degree programme in a different academic department will be possible unless the student can demonstrate the relevant level of knowledge in the new subject. In this case, the student must produce relevant documentation or qualification that would suggest they have ample knowledge of the new qualification.

For example, a student with a level 5 qualification in Health and Social Care will be permitted to transfer from a Diploma in Education and Training (DET) programme to the final year of the BSc qualification in Health and Social Care. However, this will not be possible for a student with no prior qualification at level 5 in Health and Social Care.

## 6. THE PROCESS OF TRANSFERRING TO LSME FROM OTHER INSTITUTIONS IN THE UK

- a. LSME will consider such applications on their individual merits for direct entry into the second year or third year of certain undergraduate degree programmes (such as the second year for the Pearson HND programmes in Health and Social Care and Business or the third year for BSc qualifications i.e. top-up year), where applicants have completed, or are due to complete, a year (or more) of study a relevant programme.

We will not consider such applications for the Level 5 Diploma in Education and Training (DET) programme solely for the completion of placement requirement unless there is an approved institutional articulation agreement in place. This will be made clear on the LSME website.

Applicants are required to submit an application via the appropriate admission process on our website in order to be considered for second/third-year entry. This must include the following to assess their suitability:

- A recent transcript outlining all modules, courses and assignments completed or being taken as part of the current programme of study and marks received. These transcripts must be issued by the awarding organisation for HND programmes.
- Students who have completed the first or second-year undergraduate studies from a different university and wish to join our University of Chichester validated BSc programmes for their second or third year respectively, will have to produce academic transcripts issued by their university. LSME will apply its APL procedures (mapping) and liaise with the University of Chichester to agree on the suitability of the candidate.
- A predicted grade/classification from a current tutor, preferably as part of a written academic reference (if possible).
- A written statement including reasons for requesting entry to LSME for that particular programme including their career plans and a list of all academic and other relevant achievements to date.
- A copy of your passport or immigration document to ascertain whether you are eligible for student funding and if you are an international student, have not been in breach of UK immigration laws.
- International students should also meet all the UKVI conditions for transferring to another institution if they are already in the UK on a Tier 4 visa.

Once this information has been received, LSME will endeavour to make a timely decision as to whether an offer of a place for second (or subsequent) year of entry can be made.

If the courses or modules/units previously taken do not satisfactorily match the core components of the LSME courses an alternative offer such as starting in the first year may be considered. This will be subject to their eligibility for funding for students who consider government funding as their only financial option.

Students will then go through the existing admission process which will include an interview and initial assessment of their numeracy and literacy skills prior to being accepted on their chosen programmes.

- b. LSME will consider such applications on their individual merits for direct entry into a first-year undergraduate degree programme (such as the Pearson HND programmes in Health and Social Care and Business or BSc qualifications), where applicants have not completed a year of studies in another institution.

A student who leaves a previous institution after a month of enrolment will be considered for admission to commence their course in the first term of our next intake period should they meet all the conditions outlined in 6a above without the need for producing academic transcripts

Students who have completed their first or second term of study (Year 1) in another institution that provides a similar programme such as the Pearson HND qualifications or BSc Programmes are allowed to continue in the second or third term of the programme (Year 1) at LSME depending on the availability of space, availability of a similar cohort of students and the previously taken modules/units satisfactorily match the core components of the LSME courses. In all cases, they should meet all the entry requirements outlined in 6a above and must supply academic transcripts produced by the awarding organisation or University. The admission process will consider the APL processes at LSME. In the case of transfer from a university, LSME will liaise with the University of Chichester to agree on the suitability of the candidate for the entry point they have applied for.

Similarly, any transfer from another institution within the first year of their studies, where modules/ units do not sufficiently match the requirement of LSME, will require the students to start from the first term in the next available intake.

Students must also check their eligibility for student finance if that is their only option for funding.

International students are advised to complete at least a year of study in one institution before they apply to another institution to ensure progression.

## 7. THE PROCESS OF TRANSFERRING TO LSME FROM NON-UK INSTITUTIONS

LSME strives to maintain its academic standards and to ensure that all programmes delivered in the institutions are aligned with the expectations of the quality Code of the Quality Assurance Agency (QAA) and follow the Framework for Higher Education Qualifications (FHEQ) in the UK. Qualifications taken at other institutions outside the UK must be deemed equivalent in order to be considered for transfer purpose.

Under the Credit Accumulation and Transfer Scheme (CATS) which provides a system for recognition of academic credits from modules/units and for the whole programme, one credit is equivalent to 10 notional hours of study time (contact hours and independent study). For each year of HE study, we accumulate 120 credits at levels 4, 5 and 6 under the FHEQ. Overseas qualifications are checked by UK NARIC to access their equivalent levels under the FHEQ. For example, a degree from abroad which is equivalent to a Level 5 qualification from the NARIC Assessment will require a year top-up in order to achieve a full degree under the FHEQ.

As per the FHEQ, the typical skills acquired during a Level 4 qualification are:

- Knowledge of the underlying concepts and principles associated with the area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- Ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of the subject(s) area of study.
- Evaluate the appropriateness of different approaches to solving problems related to the area(s) of study and/or work
- Communicate the results of the study/work accurately and reliably, and with structured and coherent arguments
- Undertake further training and develop new skills within a structured and managed environment.

Any student wishing to transfer into the second year of study at Level 5 with LSME will be required to show that they either have sufficient numbers of credits or that they have gained the skills and knowledge provided above.

This can be demonstrated by the use of transcripts, a detailed statement by the applicant, a detailed reference from a previous tutor, and official programme/module specifications. Each application will be considered on a case-by-case basis.

## 8. PROCEDURES FOR SUSPENSION AND TERMINATION OF COURSES

Courses or modules may be 'suspended' (put on hold and not run for the time being but with the possibility of being run again in the future) or 'terminated' (formally and finally closed).

### a. Suspension decisions

Suspension decisions may be made for operational reasons, e.g. low numbers of students applying/registering, financial constraints such as increased staffing or resource costs, loss of external funding or changes to Home Office regulations. The suspension is likely to be more common than termination, and may sometimes be necessary at short notice – e.g. certain specialist modules might be suspended in occasional years when student demand is too low to justify running them.

Programmes may be suspended by either the Chair of the Academic Board on behalf of the Academic Board or by the Board of Directors. These parties should normally consult with one another and make the decision jointly, whilst also consulting the Programme Leaders. Any suspension decisions should be reported back to the next meetings of the Academic Board and Board of Directors giving clear reasons. Suspension decisions should be communicated with the relevant awarding organisations and validation partners.

### b. Termination decisions

The decision to terminate may be made for operational, academic or strategic reasons, e.g. introduction of a new course rendering an older one redundant. Termination decisions must be approved by the Board of Directors, on the recommendation of the Academic Board. This should not be done at short notice; where there is a time constraint; a programme may first be suspended and then subsequently terminated.

### c. Impact on students

Suspension or termination should normally be a case of closing a course to new registrations, and should not usually affect current students – who should wherever possible be given the opportunity to complete the course for which they originally registered. However, if a suspension or termination decision will materially affect students who are already registered for such a course (e.g. by decreasing the number of staff supporting it, limiting the number of assessment opportunities etc.), then these students should be consulted, with the Academic Board deciding how best to minimise any potential detriment to them. Where appropriate, all reasonable efforts should be made to give such students the opportunity to transfer to an equivalent, replacement or similar course within or outside the institution. In such rare situations, condition 4 and 5 will apply with sufficient support to ensure that the students are able to enter other institutions of their choice or join similar programmes within LSME, at a time when they are able to join their new studies with ease.