



Study Group HE UK

Student Transfer

Policy

Document Control

Document Name		Study Group Student Transfer Policy	
Document Owner		Academic Registrar	
Approved by		Study Group Ltd Board	Date Approved 19/12/2022
Version	Date	Update by	Details
0.1	16/07/2019	Nick Hudson	Initial draft for 2019/20 academic year
0.2	19/07/2019	Adam Roberts	Updated version following feedback from Document Reviewers
1.0	29/07/2019	Adam Roberts	Approved version
1.1	14/10/2022	Emma Walkden	Updates to Role titles and structure/wording; no material change to content of information
2.0	19/12/2022	Emma Walkden	Approved version

Document Reviewers

Name	Role	RACI
Mike Everett	Chief Student Experience Officer, UK/Europe	Accountable
James Pitman	Managing Director, UK/Europe	Consulted
Nick Hudson	Director of Central Student Experience	Consulted
Dr Mark Cunnington	Chief Learning Experience Officer	Consulted
TBC	Executive Director of Learning Effectiveness	Consulted
Ben Potter	Academic Registrar/Director of Quality, UK/Europe	Consulted
Peter Skillen	Director of Compliance & Risk, UK/Europe	Consulted

Associated Documents

- Student Protection Plan

Purpose

The purpose of this document is to clarify the mechanisms and regulations that are in place to facilitate:

- The progression of a student onto an undergraduate or postgraduate degree course at a Partner University following the successful completion of a Study Group pathway course; or
- The continuation of study for a student who requests (or is required) to transfer onto another pathway course within the Study Group network of International Study Centres.

Exclusions

Study Group does not accept applications from students outside of the Study Group network of international Study Centres to transfer onto a pathway course, therefore this document does not contain references to these types of transfer.

Definitions

- All references to the 'Study Group' in this document refer to Study Group Limited.
- All references to a 'Partner' in this document refer to a Partner University affiliated within the Study Group International Study Centre network.
- All references to 'ISC' in this document refer to an International Study Centre.
- The 'Student Protection Plan' is a separate document which outlines what a student can expect in the unlikely event that a Study Group course or campus is suspended or closed.
- 'Progression' refers to the transfer of a student from Study Group Limited to an undergraduate or postgraduate degree course of a Partner University, following the successful completion of a pathway course.

Transfer to another pathway course within the Study Group ISC network

Study Group will attempt to facilitate a student request to transfer to another course or ISC prior to the completion of their current course (by choice, or as an outcome of the Student Protection Plan), where possible. In some cases, the student may be required to restart the course.

Please refer to Study Group's Student Protection Plan for full details of circumstances that may lead to a student being required to transfer.

When considering a transfer onto another pathway course within the Study Group ISC network, Study Group will review the academic performance of the student during the completed period of study, as appropriate. Where approved, the transfer will be facilitated by the Extended Progression Support team.

If Study Group is unable to facilitate a transfer to another pathway course within the Study Group ISC network, a refund for all or part of the paid tuition fees will be considered in accordance with the published Refund Policies; these are available on the Terms and Conditions pages of each ISC website.

Transfer (progression) to a Partner University upon completion of a pathway course

Once a student has successfully completed their pathway course, Study Group will support arrangements in terms of confirming academic outcomes, so that student may transfer to a Partner University in the following academic year or at a later date.

Study Group will convene a Programme Assessment Board (final examination board) to confirm the academic and English language outcomes for students, and issue transcripts which will be used to facilitate the transfer (progression). In addition, Study Group will support any applicable Partner Admissions procedures to facilitate transfers, as contractually agreed by the Partner and Study Group.

Advice and Support

Students wishing to request a transfer to a different course at their current ISC, or to a different ISC, should approach their Personal Tutor, Welfare Officer, or Head of Centre/Centre Director (or nominee) for further advice.

Students are advised from enquiry, through application and during their studies with Study Group in terms of the academic and language thresholds that are required in order to transfer (progress) to their chosen course at the Partner University.

Study Group works closely with its Partners to ensure that students receive comprehensive and useful information in relation to transfer options ('progression degrees') and will arrange for academic tutors and advisors from the Partner to give talks to students at appropriate points in the academic cycle.

Feedback and Contacts

Each ISC has a Professional Services /Student Experience Team in place to provide guidance and support for students who have commenced their studies. Should current students have concerns or feedback about the contents of the Student Protection Plan or Student Transfer Policy, they may get in touch with the Professional Services/Student Experience Team, or the Head of Centre/Centre Director (or nominee). Students may also provide feedback through a range of forums, including staff-student liaison committees, the Student Council and student surveys (post-induction and at the end of the academic cycle).

Students yet to commence their programme of study who have concerns or feedback about the contents of the Student Protection Plan or Student Transfer Policy should get in touch with their assigned Admissions contact in the first instance.