

Student Transfer Policy

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Student Transfer Policy

Section one: Introduction

Purpose

1. The admissions process in place at Study Group is designed to support students to enrol onto a suitable programme within our network of International Study Centres ('centres'). Following successful completion of their programme, we will support students to apply to a partner university for onward study.
2. This document sets out the processes in place for our students to apply transfer from the centre they are enrolled at to an alternative centre within the Study Group network, or to transfer (apply to progress) to a partner university following successful completion of their programme. Students wishing to transfer to an alternative programme within their current centre should contact the designated support teams at their centre.
3. We do not accept transfers onto our programmes from students not already enrolled on a Study Group programme. Such cases will be considered via the standard admissions processes.

Definitions

4. Throughout this document, we have referred to the following defined terms:
 - 'Study Group' refers to Study Group Limited.
 - 'Partner' refers to a partner university affiliated with Study Group.
 - 'Centre' refers to a Study Group International Study Centre.
 - 'Student Protection Plan' is a separate document which outlines what a student can expect in the unlikely event that a Study Group programme or centre is unexpectedly withdrawn or closed.
 - 'Progress' refers to the transfer of a student from Study Group to a partner university programme following a successful application process.

Frequency of review and consultation

5. The Student Transfer Policy will be reviewed every three years, or as needed if there are material changes to related guidance or processes. The next review is expected to take place in July 2027.
6. The QAE team are responsible for facilitating the review of this policy, including consulting relevant teams within the Study Group network.

Section two: Student transfer process

Transfer to another programme within Study Group

7. Study Group will attempt to facilitate a request from a student to transfer to another programme or centre prior to the completion of their current programme (by choice, or as an outcome of the Student Protection Plan), where possible. In some cases, the student may be required to restart the programme.
8. Please refer to Study Group's [Student Protection Plan](#) for full details of circumstances that may lead to a student being required to transfer.
9. When considering a transfer from one centre/programme to another, we will review the student's conduct and academic performance for the completed period of study, as appropriate. Approved transfers will be facilitated by our central support team.
10. If we are unable to facilitate a transfer to another centre, a refund for all or part of the paid tuition fees may be considered in accordance with the published refund policies; these are available on the terms and conditions pages of each centre website.

Transfer (progress) to a partner university upon completion of programme

11. Study Group has agreements in place with partner universities in terms of the academic and English language thresholds that must be reached in order for a student to be considered for progression. Students are advised during the application stage, and throughout their studies with Study Group, of the thresholds that are required for their chosen programme at the partner university.
12. Once a student has successfully completed their Study Group programme, their results will be reviewed by an Assessment Board who will confirm their academic and English language outcomes. The centre will issue transcripts and support students with their application to study at the partner university, in line with contractual agreements. The final decision about whether a student can progress remains with the partner university.

Advice and support

13. Each centre has teams in place to provide guidance and support for students who have commenced their studies. We work closely with our partner universities to ensure that students receive comprehensive and useful information in relation to transfer options (progression degrees). Where possible, we arrange for academic tutors and advisors from each partner university to give talks to students at appropriate points in the academic cycle.
14. Students wishing to request a transfer to another centre (or to a different programme at their current centre) should approach their Personal Tutor, Welfare Officer, or Centre Director (or nominee) for further advice.

Feedback and concerns

15. Current students can raise concerns or provide feedback on the contents of the Student Transfer Policy or Student Protection Plan by getting in touch with the designated support teams at their centre. Students can also provide feedback through a range of forums, including staff-student liaison committees, and through student surveys.
16. Students yet to start their programme who have concerns or feedback about the contents of the Student Transfer Policy or Student Protection Plan should get in touch with their assigned admissions contact in the first instance.



Title	Student Transfer Policy
Version	3.0
Date	12 July 2024
Authors	Emma Walkden – Deputy Registrar
Owner	QAE Office

