

Middlesex University

Student Transfer Policy

1. Introduction

Middlesex University is a registered Higher Education Provider with the Office for Students (OfS). This policy is published in accordance with the Higher Education Research Act 2017 and the Office for Students (OfS) Regulatory Framework 2018.

2. Purpose of the Policy and definitions

2.1 A student transfer is defined in Section 38 of the Higher Education and Research Act. In accordance with those definitions, this policy sets out arrangements for student transfers to, from and within the University.

2.2 Student transfers are defined as follows:

- i) transfer to Middlesex from another provider, where a student moves to Middlesex having begun a programme of study elsewhere;
- ii) transfer from Middlesex to another provider, where a student leaves Middlesex to move to a programme of study elsewhere;
- iii) transfer between programmes, campuses or modes of study within Middlesex, where a student changes to a different programme within Middlesex, or transfers from an overseas campus to another university campus, or changes mode of study, for example, from full-time to part-time.

3. Scope and Principles

3.1 The policy applies to all University staff involved in considering and facilitating student transfers, to currently enrolled Middlesex students and to students undertaking a transfer to Middlesex from another provider.

3.2 Middlesex is committed to ensuring quality of study whenever a transfer occurs. In some instances, it may not be possible to support a transfer request, for example, because of particular external regulatory requirements, or where a student does not satisfy the entry requirements for a programme, or if a programme is full.

4. Transfer to Middlesex from another provider

4.1 Where a student requests a transfer from another provider to Middlesex, the request will be considered in line with University regulations. Particular consideration will be given to programme entry requirements, any additional statutory or professional body requirements and academic progress to date.

4.2 Students requesting transfer to an **undergraduate** programme should contact Admissions at <https://www.mdx.ac.uk/get-in-touch/ask-a-question>. Admissions will advise on relevant entry requirements. Where a student wishes to proceed with the transfer, an application should be submitted via UCAS. Once submitted, the application will be assessed and a formal decision will be made and communicated.

4.3 Students requesting transfer to a **postgraduate** programme should contact Admissions at <https://www.mdx.ac.uk/get-in-touch/ask-a-question>. Admissions will undertake an initial assessment and, where appropriate, advise the student to apply through the University's admissions portal. Once submitted, the application will be assessed and a formal decision communicated.

4.4 Students wishing to transfer to a **research degree** programme should contact the Research Degrees Administration Team at <https://unihub.mdx.ac.uk/study/spotlights/types/research-at-middlesex/contact-us>. The team will facilitate liaison with the relevant academic department to determine whether the academic profile meets the programme requirements, and whether there is appropriate supervisory expertise and availability to support the transfer.

4.5 Where a student wishes to have Recognition of Previous Learning approved, original certificates and transcripts may be required.

4.6 Where an application to transfer to Middlesex is rejected and a student is dissatisfied with the outcome, the student may invoke the complaints procedure set out in the Admissions Policy, for undergraduate and postgraduate taught programmes, and the Research Regulations for research degree applications.

5. Transfer from Middlesex to another provider

5.1 A request to transfer to another provider should be initiated through completion of the *Request to Withdraw Form*, which is available at <https://unihub.mdx.ac.uk/support/withdrawal>. Submission of this form will trigger support and guidance from the Progression and Support Team.

5.2 Where a student requests a transfer to another provider, Middlesex will facilitate the process by providing an official transcript confirming any completed credit or study and an academic reference (if required).

5.3 Consideration will be given to the appropriateness of any exit award in line with the credits or study already completed.

5.4 The University will calculate any fee liability that may have been incurred to date and will advise the student accordingly.

5.5 While Middlesex will support the transfer process through the provision of required documentation, and advice and guidance from the Progression and Support Team, the decision to accept or reject a transfer request to another provider rests with that provider.

6. Transfer to a different programme, different campus or a different mode of study within Middlesex

6.1 Any request to change programme or mode of study within Middlesex should be submitted on the *Request Change to Study Form*, available at <https://unihub.mdx.ac.uk/support/withdrawal> Submission of this form will trigger support and guidance from the Progression and Support Team

6.2 Where a student requests a transfer to a different programme within Middlesex, consideration will be given to whether the student has achieved a satisfactory academic standard on the previous programme, has met the entry requirements for the new programme including any module pre-requisites, and is approved by the Programme Leader for the new programme.

6.3 A request to transfer from one Middlesex campus to another can be considered in the 2nd year of study, through completion of an Overseas Campus Transfer and following discussion with the Campus Programme Co-ordinator. The relevant Campus Student Office will facilitate the application process.

7. Additional Information for Students on a Tier 4 Visa

7.1 Tier 4 students wishing to transfer to Middlesex from another provider, or from Middlesex to another provider, or between programmes, campuses or modes of study within Middlesex will be subject to current UK immigration rules.

7.2 Tier 4 students transferring from Middlesex will have their sponsorship withdrawn, and will be required to obtain sponsorship from the new receiving provider.

7.3 Tier 4 students transferring to Middlesex will be advised by the Student Visa and Compliance Team about their responsibilities and the process for obtaining sponsorship as part of the application to transfer.

7.4 Tier 4 students wishing to change mode of study will be advised by the Student Visa and Compliance Team about their responsibilities and any restrictions that may apply to a transfer request as a consequence of their visa status.

8. Advice and support for students requesting a transfer or change to mode of study

8.1 Middlesex provides a range of support for students who may be considering a transfer. The Progression and Support Team will facilitate all changes to study requests, liaising where necessary with other services and academic departments, providing guidance on financial implications and signposting students to other appropriate support.

9. Related Regulations and Policies

9.1 This policy should be read in conjunction with other regulations and policies:

University Regulations

<https://www.mdx.ac.uk/about-us/policies/university-regulations>

Admissions Policy

https://www.mdx.ac.uk/_data/assets/pdf_file/0024/363480/APS-7-Admissions-Policy.pdf

Tier 4 Visa Information

<https://www.mdx.ac.uk/study-with-us/international/apply-for-tier-4-visa>

Recognition of Previous Learning

<https://www.mdx.ac.uk/study-with-us/undergraduate/entry-requirements-for-undergraduates/recognition-of-previous-learning>