

## Procedure for Transfer between taught courses within the RVC

### *Introductory Comments*

Enabling transfer between courses is essentially a type of admissions decision. The course into which a student is transferring has to admit the student to that course. All the usual principles of fair admission will apply.

Given the similarity to processes for admission with exemption, the following have to be in place to permit the transfer of a student:

- There has to be available space on the course
- The subjects previously studied by the student must provide the relevant underpinning (“specific credits”) for future study.
- The quantity of study (“generic credits”) must be specific to give the amount of exemption required
- The level of performance required in the previous study must give confidence that the student will succeed in their future study. Naturally the required percentage mark to enter will be similar/the same to that required for existing students on the course to process to the stage in question.

### *Procedure*

1. A student seeking transfer should seek preliminary advice from their tutor.
2. Following this advice, if the student wishes to go ahead they should contact the Student Records Office in the Academic Registry. The Office will give advice about any implications for student finance or visas. The Office will also determine if there is available space on the course, consulting the course director where required. The Office will also check that the student’s academic performance so far is broadly sufficient to meet entry to the course in question and that the registration period for the new course will not be exceeded.
3. The Student Records Office will then contact the Course Director with the student’s record of progress. The Course Director can then determine if the student can be admitted given the subjects they have studied and their likelihood of success.

### *Regulations (to be inserted into the General Regulations)*

1. The Academic Board will design and approve procedures permitting the transfer of students between taught courses and research degree programmes offered by the RVC.
2. Transfer procedures will only apply to students who are already registered for an RVC or University of London award offered at the RVC.
3. The procedures can only be used for student who are either:
  - i. seeking to change their course of study to a course leading to the same or a lower level of award, or
  - ii. a course leading to a higher award but on a related award pathway.

4. A student may only transfer provided that the registration period for the new course, including the period taken for previous study, is not exceeded.
5. Once a student has transferred to a new course they will be registered for that particular award and title and will gain that award and title upon successful completion of the course.
6. A student can seek to transfer back to their original course of study through the usual transfer procedures providing that they did not fail the original course prior to transfer. In the case of transfer back to the BVetMed, the intervening study can be considered as intercalation for the purposes of calculating registration period and granting of awards.

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