

Student Transfer Between Undergraduate Taught Courses within the RVC Procedure

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Contents	Page
1	Introduction and purpose
1.1	Principles for enabling transfer between courses
2	Procedure
2.1	Procedure stages

1. Introduction and purpose

Principles for enabling transfer between courses

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.

Due to the professional requirements of the programmes, it is not possible to transfer onto the BVetMed or FdSc/BSc Veterinary Nursing programmes. These programmes must be studied in their entirety for graduates to be eligible for professional registration on graduation.

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 to/the same as that required for existing students on the course to process to the stage in question.

2. Procedure

Procedure stages

1. A student seeking transfer (either pro-actively or having not achieved the requirements for progression on their current UG course) should seek preliminary advice from their academic tutor.
2. Following this advice, if the student wishes to go ahead with the transfer they should contact the Student Records Office (studentrecords@rvc.ac.uk) 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 the student's academic performance to date to ensure that it is broadly sufficient to meet entry requirements of the course; in addition to ensure 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 will invite the candidate to an interview and will determine within 20 working days (with guidance from the Student Performance and Development

System where necessary) whether the student can be admitted to the course. The decision will be made on the basis of the subjects the student has studied to date and their likelihood of future academic success. The SPD process may be utilised to support this decision-making if appropriate.

4. Students who wish to relinquish the BVetMed course voluntarily, or who are required to leave the course in accordance with the Assessment and Award Regulations, may transfer to the BSc Bioveterinary Sciences programme, provided the following conditions are met:

- Students who have completed the Gateway year and achieved greater than 40% as their aggregate final mark in the summative assessments can transfer to a BioScience course year 2.
- In accordance with the College's policy on Assessment of Prior Learning (APL), students who have completed BVetMed year 1 and have achieved greater than 40% as their aggregate final mark in the summative assessments, will be considered to have acquired 120 credits (FHEQ Level 4) and can transfer to BSc/MSci Bioscience course year 2.
- Students who have completed BVetMed year 2 and have achieved greater than 40% as their aggregate final mark in the summative assessments, will be considered to have acquired an additional 120 credits (FHEQ Level 5) and can transfer to BioScience course year 3.
- Transferring students may have received exemption from modules that would normally form part of the degree classification. In such cases the final degree classification awarded will be calculated based solely upon those modules studied and completed during the BioScience course from enrolment.

5. Students who wish to transfer from a Veterinary Nursing degree to a BioScience degree:

- Students who have completed Year 1 of FdSc / BSc Veterinary Nursing who have not met the A' Level entry requirements for the programme [BioScience Admissions](#) but have achieved at least 40% as their aggregate end of year mark, with 40% in Applied Animal Health and Welfare 1 and 40% in Applied Animal Health and Welfare 2 will be considered to have acquired the necessary grades for entry to Year 1 of the BSc/MSci Biosciences programme.
- Students who have completed Year 2 of FdSc / BSc Veterinary Nursing with an aggregate mark of greater than 40% can apply for direct transfer on to year 2 BSc/MSci Biosciences Programme, subject to interview.
- Students who have completed Year 3 FdSc / BSc Veterinary Nursing with an aggregate mark of 40% or greater can apply for direct transfer onto Year 3 of BSc/MSci Biosciences Programme, subject to interview.

To note, it is not possible to transfer from the BioScience degrees on to the BVetMed or onto Veterinary Nursing degrees

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.