

Supporting Students wishing to transfer to another Higher Education Provider

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1. Introduction and scope

The Royal Veterinary College (RVC) recognises that students may wish to discontinue their registration at the RVC and transfer their studies to another Higher Education Provider (HEP) in the UK or abroad.

This procedure sets out how the RVC will support students in deciding whether to transfer to different HEP as well as how RVC can help to facilitate the transfer itself.

This procedure applies to all students who are currently or have previously registered for an RVC or University of London award offered at the RVC or one of its partners.

Potential students wishing to transfer studies to the RVC should refer to our [Assessment of Prior \(Experiential\) Learning Policy](#).

Students already registered at the RVC who wish to transfer to another RVC course should refer to our [Transfer between taught courses within the RVC](#) procedure

2. Definitions

In this procedure the following terms shall have the meanings set out below:

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| AP(E)L | Assessment of Prior (Experiential) Learning |
| Award | Qualification aim and subject (typically a degree) |
| Course | Programme of study at RVC leading to a recognised award or the award of credit |
| External transfer | Transfer of studies from the RVC to another HEP |
| Higher Education Provider (HEP) | Organisation providing qualifications at Level 4 and higher |
| Receiving HEP | HEP where the student intends to study |

3. Student responsibilities

The decision to transfer to another HEP should not be taken lightly, particularly as it may not be possible to re-instate students to their original RVC course after a formal withdrawal.

Any student considering external transfer due to dissatisfaction with RVC provision is advised to follow our [Complaints and Resolution Procedure](#) as we would welcome the opportunity to explore the reasons for any dissatisfaction and remedy those wherever appropriate.

It is the responsibility of students to ensure that they have undertaken appropriate research and sought expert advice prior to any transfer. Students considering a transfer to another HEP should therefore take the time to consider the below:

- **Is the receiving provider suitably quality assured?**

- If the receiving HEP is in the UK you should check that they are [registered](#) with the [Office for Students](#) (OfS)
- If the receiving HEP is outside the UK you will need to check the appropriate country recognitions to ensure that they are suitably registered and recognised within the country of operation.
- **Does the award from the receiving provider meet my study and career aspirations?**
 - It is important to understand how your intended award at the receiving HEP will be recognised by other HEPs - as well as employers. The [UK NARIC](#) service has some useful [advice re: studying overseas](#), including lists of in-country contacts for student queries re: qualification recognition.
- **How will I fund my future studies?**
 - If you are currently receiving funding for your studies you must speak to your funding provider to find out if they can continue to provide financial support should you transfer studies to another HEP.
 - If you are in receipt of a loan from the [Student Loans Company](#) the RVC can provide preliminary advice via the [Moneymatters Team](#) in the Advice Centre.
 - If you are receipt of a US Federal Loan, our [Financial Aid Office](#) team can provide initial advice.
 - You must also read the current [Student Fees Policy](#) as it contains information on student withdrawal and the subsequent calculation of fees due, either by yourself or your fee sponsor.
 - RVC accommodation is available for RVC students only. If you withdraw from studies at RVC you will also need to vacate accommodation. Please refer to your accommodation contract re: notice periods and rent due. If you need further advice re: implications of vacating accommodation, please contact the [accommodation team](#) directly.
- **Are there any implications for my Tier 4 Student visa or other UKVI permission to be in the UK?**
 - If you are permitted to be in the UK as you have a Tier 4 Student Visa this is because you have been sponsored by the RVC to study with us. If you choose to study elsewhere, we will have to withdraw our sponsorship and you may be required to leave the UK. Until your withdrawal has formally been requested in writing and confirmed by our Student Records and Fees Team you must continue to attend the RVC course and comply with all requirements of your Tier 4 Student Visa.
 - For further advice on Tier 4 Student visas, or other permissions to live in the UK from UK Visas and Immigration (UKVI), please contact our [International Student Advisor](#) for initial advice.
- **Can my particular needs be effectively supported by the receiving HEP?**

- Any reasonable adjustments that RVC have made to support your learning will not automatically transfer to the receiving HEP. It is therefore important that you consider your individual needs when deciding if you wish to transfer studies. If you do decide to transfer to another HEP you will also need to think about the best time to do so – it can take some time to organise the required support and it is important you have this in place at the start of your studies at the receiving HEP.
- You will therefore need to seek out support information on their webpages and perhaps speak to them directly to fully explain your particular circumstances and requirements to confirm in advance what support can be provided to you.

If having fully considered the external transfer, the student decides to transfer their studies they must inform the RVC in writing by emailing studentrecords@rvc.ac.uk from their RVC email account.

This email notification must include their full name, course, date of birth, student number and note the reason for withdrawal as “Transfer to another HEP”. Confirmation that the transfer has been discussed with their academic tutor and other relevant support services as advised above will also be required. Where this confirmation is not included, the student will be advised of this procedure and asked to re-confirm that they are withdrawing from the RVC to transfer to another HEP and have understood the recommendations contained within this procedure to seek appropriate advice and support.

4. RVC responsibilities

RVC will support the student’s research and decision-making stage through its academic and professional services (please see Section 6, Useful Contacts). All advice given is confidential to the student and their request will not be shared more widely unless we have received written permission to do so or are required to do so to meet regulatory, statutory or professional body requirements.

RVC will also support the student with the transfer process itself, should the student decide to transfer after appropriate research has been undertaken and all requested advice given (please see Section 5, Documentation provided in support of external transfer).

Until the student has formally been withdrawn from the RVC following email request to studentrecords@rvc.ac.uk all RVC services remain available to them.

5. Documentation provided in support of external transfer

The receiving HEP will need to assess the student’s suitability to join their course and will require information about the student’s studies at RVC to make this assessment. These will be provided on written request by the student from their RVC

email account to studentrecords@rvc.ac.uk and includes official transcripts and letters of good standing.

The receiving HEP will also need to understand the RVC course content and methods of assessment. These are available to download from our webpages as below:

[Programme Specifications](#)

[Assessment and Award Regulations](#)

If a student wishing to transfer to an external HEP is requested to provide further information from the RVC they must request this in writing by emailing studentrecords@rvc.ac.uk

6. Useful RVC contacts

The contacts below can provide a wide range of support and information to students when deciding whether to transfer studies to another HEP.

If you are at an early point in thinking about transferring your studies, please ensure that you speak to your Academic Tutor (or the Graduate School if you are undertaking a research degree, internship or residency) and the Advice Centre in the first instance.

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| Academic tutor | Your tutor is assigned to you at the start of studies (and again at start of clinical studies for those on the BVetMed). You can see who your tutor is by accessing your information in the RoVer portal. |
| Advice Centre | advice@rvc.ac.uk |
| Moneymatters Team | moneymatters@rvc.ac.uk |
| Student Records and Fees Team | studentrecords@rvc.ac.uk |
| Finance Team | studentfeepayments@rvc.ac.uk |
| Graduate School | graduateschool@rvc.ac.uk |
| Accommodation Team | accommodation@rvc.ac.uk |
| International Student Advisor | advice@rvc.ac.uk |
| US Federal Loans | financialaidoffice@rvc.ac.uk |

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