

Learning and Teaching Service, UEA

Guidance note for staff in the Learning and Teaching Service, UEA

Transfer process for students on taught programmes wishing to change degree programmes

Background:

Students wishing to transfer to a different taught degree programme at UEA are required to follow the UEA transfer process which is administered by the Learning and Teaching Service (LTS) and in some instances also involves the Admissions, Marketing and Recruitment Service (ARM).

This process has been put in place to ensure that:

- we have an audit trail for every programme transfer
- students do possess the correct entry requirements (to be determined by ARM as appropriate) for the programme they wish to transfer to
- there is a space on the programme which students wish to join (to be determined by ARM if appropriate)

The process contains four transfer forms which are the following:

- 1) **Form A** (owned by **LTS** and published on LTS website as form **LTS014**) for the following transfers:

- Transfers advised by examination boards
- Transfers to and from the year abroad or year in industry degree programmes (also includes transfers to and from DEV degree programmes with overseas experience)
- Transfers requests in relation to undergraduate year 3 or year 4 degree programmes (same or different School of Study)
- Transfer requests to move from an Integrated Masters programme to a BSc programme (same course)
- Transfer requests to move from a BSc to an Integrated Masters programme (same course)

(Note: If student does not meet the original entry requirement for the UG Integrated Masters course, they will need to have at least their 1st year results at UEA before submitting a transfer application)

- 2) **Form B & Form D** (owned by **ARM** and not published on LTS website, process starts in ARM and then moves to LTS):
- For Undergraduate and Integrated Masters students wishing to transfer to another programme in year 1 or year 2 within the same School or a different School of Study (Form B).
 - For Postgraduate Taught students wishing to transfer to another programme within the same School or a different School of Study (Form D).
- 3) **Form C** (owned by **LTS** and published on LTS website as form **LTS013**) is only for students registered on the SCI with a Foundation Year degree programme and wishing to transfer from Level 0 to Level 1.

Staff in LTS need to establish which transfer process is appropriate as set out under points 1-3 above and give out or refer to **Form A (LTS014) or C (LTS013)** and follow the process as set out in the guidance notes attached to the relevant form. If Forms B or D are to be used, LTS staff need to send the student to ARM to start the transfer process as these forms are owned by ARM. This process will then move over to LTS on receipt of the relevant transfer form from ARM once ARM staff have finished their checks.

Claudia Gray, LTS Manager, Arts Hub, Feb 2013