



Student Transfer Policy

Student Transfer Policy

Introduction and Scope

Queen Mary recognises there are individual circumstances where a student may wish to transfer from one University to another or one programme or mode of study to another, such as choosing to study nearer their home because of serious illness affecting them or a close member of their family.

Queen Mary's priority for admissions is to match prospective student with the course in which they have the potential to succeed and the course that best meets their academic needs.

Transferring is the process whereby a current student, either at Queen Mary or at another institution, changes from one degree programme to another. This can include

- Transferring between programmes at Queen Mary University. This can include changing from one mode of study to another, for example changing from a full-time programme to a part-time programme.
- Transferring to Queen Mary from another institution or
- Transferring from Queen Mary to another institution.

Most commonly, students wishing to transfer from one university to another will want to apply with [advanced standing](#) by entering the second or third year with recognition of credit they have already achieved. Students may also wish to start the same programme or the same stage of study again, for example first year undergraduate..

Related Policies and Regulations

This policy should be read alongside the following Queen Mary policies and regulations, which are published in our [Policy Zone](#):

- [Admissions Policy](#)
- [Accreditation of Prior Learning Policy](#)
- [Academic Regulations](#)

Students Transferring into Queen Mary University

Undergraduate

The majority of programmes at Queen Mary will consider applications for first year entry from students who are currently studying or have previously studied at another higher education institution. Students must demonstrate that they have met the entry criteria for admission for entry onto the first year.

Many programmes at Queen Mary will consider applications for transfer to the second year of a three year programme or the third year of a four-year programme. Students wishing to transfer must meet the entry criteria for admission; these include meeting minimum entry requirements required to enter the first year of the programme such as the published grades at A level (or equivalent qualification) and achieving acceptable grades

in their current or previous university study. The maximum number of credits a student can transfer into a programme at Queen Mary is set out in the [Accreditation of Prior Learning Policy](#).

Queen Mary Undergraduate Admissions publishes [information about transfers and advanced entry](#), including programmes available and the process for applications.

Transfer into the second year of a three-year programme or third year of a four year programme is called [advanced entry](#). Some programmes do not consider advanced entry because of the nature of the curriculum, as completion of the first year and, where relevant, the second year at Queen Mary is a pre-requisite for progression to the second or third year.

Undergraduate students wishing to transfer into a Queen Mary programme should contact the [Admissions Office](#) and provide the following information:

- evidence of all your achieved qualifications (This includes your Level 3 (e.g. A Level and equivalent) qualifications and any university level studies)
- evidence of your current university studies (if not completed, we still need to see the modules you are taking and any achieved grades e.g. an interim transcript)
- an academic reference from your current university, including your predicted end of year grades where your studies are not complete.

Students wishing to apply for a transfer must normally submit their application through [UCAS](#).

Postgraduate

Students on taught postgraduate programmes wishing to transfer to Queen Mary will be considered in line with the [Accreditation of Prior Learning Policy](#).

Postgraduate students wishing to transfer into a Queen Mary programme should contact the [Admissions Office](#) and provide the following information:

- evidence of all your achieved qualifications (normally your Bachelor degree)
- evidence of your current university studies (if not completed, we still need to see the modules you are taking and any achieved grades e.g., an interim transcript)
- an academic reference from your current university, including your predicted end of year grades where your studies are not complete

Students wishing to apply for a transfer must complete the Queen Mary online application form for the relevant [programme](#).

Required modules

Students who are permitted to transfer to a programme at Queen Mary with advanced standing, having completed credits at another higher education institution which are recognised at the point of admission, may be required to take specific modules in order to meet the learning outcomes of the programme.

Where students have already completed the syllabus of mandatory modules, they may be required to take alternative modules. Generally Queen Mary will not be able to consider transfers of students where there is a significant overlap of study.

Current students transferring out of Queen Mary

In order to transfer to another institution, a student must formally withdraw from Queen Mary. Upon withdrawal, a student will receive a transcript in the form of a HEAR, including results for all modules taken and academic credit for all modules successfully completed up to the point of transfer. Where a student qualifies for an exit qualification, this will be made subject to the terms of the [Academic Regulations](#). The volume of credit recognised by the new institution and the nature of that recognition will be defined by the regulations of the new institution. Upon transfer a student will cease to be a Queen Mary student and as such will no longer be eligible for further assessment, re-sits, or participation in other Queen Mary activities.

Applicants and current students transferring within Queen Mary

When Queen Mary makes an offer to study at Queen Mary, it is for the programme specified in the offer communication. Requests to change programme will only be considered exceptionally, only where places are available, and only where the conditions below are met. A request to change programme requires approval from the relevant Head of School (or nominee) and, for applicants and first-year students, the Director of Admissions (or nominee).

An applicant may only change programme at the offer stage if they meet the published entry requirements for the intended programme.

A first-year student may only change programme if they meet the published entry requirements for the intended programme and all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

A student in a subsequent year of study may only change programme if they meet all published requirements for the intended programme up to the point of transfer, including registration for or satisfactory completion of all specified modules.

Students who require a visa to study

All student transfers will be subject to the UKVI student immigration rules in force at the time of the request. Students on a Student Route visa who are considering a transfer to a new programme should take advice from the [Queen Mary Advice and Counselling Service](#) before proceeding.

Additional information, advice and guidance

Students considering transferring are encouraged to use sources of information, advice and guidance, including:

UCAS: [Changing or leaving your course](#)

Queen Mary Undergraduate Admissions (new students wishing to transfer in):

[Transfer and advanced entry](#)

[Apply for taught programmes](#)

Queen Mary Registry (current students wishing to transfer internally):

[Changing your programme](#)

[Withdrawing from your studies/Transferring to another institution](#)

Queen Mary Advice and Counselling Service:

Undergraduates: [Transferring to a new course – UK and EU students](#)

Postgraduates: [Changes to your studies – interrupting, withdrawing, re-sitting, transferring](#)

[Resitting, interrupting or leaving your course – a guide for international students](#)

Policy Name:	Student Transfer Policy
Policy No/Version No:	2023
Author/Owner:	Director of Admissions, Central Admissions Office
Approved By:	Queen Mary, Education Quality and Standards Board
Date of Last Revision	July 2022 for 2023/24 entry
Next Review Date:	July 2023 for 2024/25 entry
Related Documents:	Policy zone

Queen Mary University of London
External Relations Directorate
Central Admissions
Email: admissions@qmul.ac.uk/pgtadmissions@qmul.ac.uk

qmul.ac.uk
