



**MLA**  
**COLLEGE**

# Student Transfer Policy

Student Transfer Policy  
Sponsor: Vice-Rector (Professional Services)  
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# 1. Introduction

- 1.1 As a registered provider of Higher Education, MLA College is required to publish the arrangements it has in place to facilitate student transfers.
- 1.2 This policy applies to students on undergraduate and postgraduate programmes.
- 1.3 In this context, the term 'transfer' refers to:
  - a. current students at other Higher Education Institutions wishing to transfer to a programme of study at MLA College (Transfer in);
  - b. current students at MLA College who wish to transfer to another programme at other Higher Education Institutions (Transfer out);
  - c. current students at MLA College who wish to transfer to another programme at MLA College (internal Transfer);
  - d. Transfer as a result of the initiation of MLA College's Student Protection Plan.

## 2 Transfers In

- 2.1 The eligibility of a student to transfer from another Higher Education Institution to a programme of study at MLA College is determined by the entry criteria for the programme and the timing of the request to transfer.
- 2.2 Students from another Higher Education Institution who wish to transfer to a programme at MLA College should contact the MLA College Admissions Team who will advise the student on the process for application.
- 2.3 Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. Where the proposed transfer is based upon prior attainment, students will be advised on MLA College's processes for admission via Recognition of Prior Learning. Students seeking to transfer based upon prior attainment will be required to produce a certificate and/or transcript to support their application and assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer to.
- 2.4 In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Team. Applicants may raise a complaint about the application process and/or its outcome, but do not have an automatic right to appeal against a decision as to whether or not they should be offered a place at MLA College. If the applicant is not satisfied with the explanation, they may submit a complaint as described in the MLA College Admissions Policy.

## 3. Transfer Out

- 3.1 Students who are currently studying at MLA College and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to in order to seek advice on transferring. Students are advised to contact their Personal Tutor to discuss their transfer. Students will need to withdraw from their programme of study at MLA College using the withdrawal notification form available from the Student Experience Team.

3.2 A transfer may affect funding or tuition fee liability. The calculation of any payments due or refunds will be made in line with MLA College's Terms and Conditions, and MLA College's Refund and Compensation Policy.

3.3 Once a withdrawal has been confirmed, MLA College will agree any outstanding attainment via the next available Assessment and Award Board meeting. Where a student achieves, or has already achieved, an interim award, the student will be issued with a certificate and transcript confirming the award. Where a student has completed and passed modules but does not have sufficient credit for an interim award, the student will be issued with a transcript confirming their completed credit. Where a student requires confirmation of their credit and / or award in advance of the issuing of an official MLA College certificate or transcript to facilitate their transfer to another institution, a letter confirming attainment may be obtained from the Student and Programme Services Team.

## **4. Internal Transfer**

4.1 The eligibility of a student to transfer from one programme to another at MLA College is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer. A student does not have an automatic right to transfer from one programme or mode of study to another.

4.2 New students to MLA College who have had their place confirmed and are about to commence their studies should contact the Admissions Team to discuss changing an application.

4.3 Students seeking to transfer within MLA College should contact their Personal Tutor in the first instance to discuss their request. If, following discussion with their Personal Tutor, a student still wishes to transfer, they should then contact the Programme Manager for the programme they wish to transfer to. Students may formally request to transfer by completing a transfer request form available from the Admissions Team. Transfer between programmes requires the agreement of both the Programme Manager from the student's original programme of study and the Programme Manager of the proposed new programme of study.

4.4 Any transfer must be completed and approved within two weeks of the start date of the programme of study unless the modules for the current programme of study satisfy those for the new programme, and no change in module selection is required. Unless the transfer is in the first year of an award, the Programme Manager of the proposed new programme of study should be satisfied that the learning outcomes from the programme meet the requirements for the new programme.

4.5 In the event that an application for transfer is unsuccessful, the student will be advised of the reasons for this by the Programme Manager of the proposed new programme of study. If the student is not satisfied with the explanation, they may submit a complaint in accordance with the MLA College Complaints Procedure.