PROCESS FOR EXCEPTIONAL TRANSFERS BACK TO XJTLU

Circumstances may arise where students having articulated to the second year of a programme of study at the University of Liverpool may require a transfer back to XJTLU to complete their programmes of studies. These will normally relate to students' personal, financial or health circumstances.

Under normal circumstances students should not transfer back to XJTLU mid-year. If students are experiencing difficulties whilst studying at UoL, they should be advised to **suspend studies** and request a transfer back to XJTLU for the start of the coming academic year. Suspension of studies may be requested within the transfer form and would not require completion of a suspension of studies request form.

Should such exceptional cases arise, students and staff are advised to follow the process as outlined below.

1) Request for transfer from student

Students should complete Section A of the transfer request form and submit the form to the UoL Level 1 Head of Department (or, as appropriate the UoL Level 2 Dean of School, e.g. Management School) for consideration and endorsement. Documentation evidencing students' circumstances should also append request forms (the Policy on Extenuating Circumstances within the Code of Practice on Assessment provides examples of appropriate documentary evidence).

2) UoL Head of Department/School review

Should transfer requests be considered reasonable, the UoL Head of Department should complete Section B of the request form and recommend decisions to the Head of the corresponding department within XJTLU by communication with the XJTLU Registry. Recommendations should be submitted alongside request forms and confirmation of students' academic standing in the form of transcripts.

Requests should be provided by email to:

- **XJTLU Registry** (Registry@xjtlu.edu.cn);
- **Link Tutor** for the subject (the member list for Link Tutors may be found via the collaborative provision webpage for AQSD: https://www.liverpool.ac.uk/aqsd/collaborative-provision/xjtlu/);
- **SAS** (studentscentre@liverpool.ac.uk), copying to Senior Administrator, Jane Bennett jane.bennett@liverpool.ac.uk.

3) XJTLU Head of Department/School and XJTLU Registry review

Should transfer requests be considered reasonable by the XJTLU Head of Department, final rounds of consultations should be conducted with the XJTLU Registry to determine appropriateness of transfers. Should requests be deemed appropriate, XJTLU Registry should complete Section C of the request form and submit transfer forms to SAS, copying to Chris Bennett and the Subject Link Tutor.

Should disagreements arise between departments over outcomes of transfer requests, referral of requests should be made to the Pro-Vice-Chancellor for Education within UoL and Vice President for Academic Affairs within XJTLU for arbitration and confirmation of final decisions.

4) Communication to student

XJTLU Registry will inform the student of the decision and discuss their next steps.