

## **POLICY FOR STUDENTS WISHING TO TRANSFER BACK TO XJTLU TO COMPLETE THEIR STUDIES**

1. Registered students of XJTLU may have the opportunity to transfer to UoL as part of the agreed articulation routes.

### ***Withdrawal of application to transfer to UoL***

2. UoL shall admit students in accordance with its stated admissions policies. Students wishing to transfer will be required to apply for admission to UoL in accordance with an application process and by a deadline agreed between XJTLU and UoL each academic year.

3. Offers of a place at UoL are confirmed by UoL following publication by XJTLU of students' results at the end of each academic year.

4. Students whose transfer to UoL has been confirmed are afforded an automatic right to withdraw their applications to transfer, as long as it is done at least one week before the start of the academic year at XJTLU. The student should indicate their withdrawal in writing to XJTLU who will inform UoL. However, once a withdrawal is submitted and processed, no further opportunity will be available for the student to transfer to UoL.

5. Under normal circumstances, a student's request to withdraw their application after the start of the academic year at XJTLU will not be permitted, unless there is good reason for the student not submitting such a request by the deadline. The decision to accept the request for withdrawal of the transfer application at this time rests with XJTLU.

### ***Request to transfer registration back to XJTLU (see also process on page 4)***

6. Students who articulate into the second year of a programme of studies at UoL would normally be expected to complete their programme of studies at UoL. However, there may be certain circumstances in which a student may request a transfer back to XJTLU to complete their studies. Under normal circumstances, such requests will only be considered on the grounds that the student's personal, financial or health circumstances are likely to prevent them from continuing to study at UoL, regardless of their academic standing. Students who are permitted to transfer back to XJTLU will continue to be eligible for the dual award, except under circumstances described under 14 below.

7. Whilst requests to transfer back to XJTLU will only be permitted to begin at the start of each academic year, students may submit such requests during Year 2 of studies at UoL. Students would be expected to make a request to transfer back to XJTLU by no later than the end of semester 2. Requests received after this date may not be considered. Where students have embarked on Year 3 of their studies and wish to transfer back to XJTLU, they would be expected to suspend their studies for the rest of that academic year and re-start their final year at XJTLU.

8. Under normal circumstances students may not transfer back to XJTLU mid-year. If students are experiencing difficulties whilst studying at UoL, they should be advised to suspend their studies and request a transfer back to XJTLU for the start of the next academic year.

9. Requests to transfer back to XJTLU should normally be submitted, in writing, by the student to the UoL Level 1 Head of Department (or, where appropriate the UoL Level 2 Head of School, e.g. Management School) or to the Link Tutor for the subject, by no later than the end of

semester 2 and, under normal circumstances, such requests will be considered and determined before the start of the XJTLU academic year.

10. Students should provide documentary evidence of their circumstances to support their requests and may be asked to consent to UoL sharing information about their circumstances, where necessary, with relevant parties at XJTLU. The Head of Department or their designate, e.g. the Link Tutor for the subject, may examine the documentary evidence. If deemed suitable, consultation may be held with the Chair of the Extenuating Circumstances Committee, though committee approval is not required. Where students have suspended their studies at UoL with serious health issues, and are permitted to transfer back to XJTLU, XJTLU should make arrangements to see evidence that a student is fit to resume studies prior to the start of the new academic year. This may include a referral to an appropriate health professional for independent assessment and advice.

11. On account of the fact that the student is currently studying at UoL, even though they may not be resident in Liverpool at the time, in the first instance, the request to transfer back and consideration of the circumstances presented by the student (or others on their behalf, where appropriate) will be considered by UoL. UoL will determine if the student qualifies for consideration to transfer back. Where this is deemed to be the case, the UoL Level 2 Head of School (or nominee, who could be Head of relevant Department, Link Tutor for the subject, Programme Director or the student's Academic Advisor) will then recommend to the Head of the equivalent department at XJTLU, via the XJTLU Registry, that a student qualifies to transfer back and will confirm to XJTLU the academic standing of the student. Both department heads or their nominees will reach agreement on whether or not to grant the student permission to transfer back. Where there is disagreement, referral of the matter should be made to the Pro-Vice-Chancellor for Education at UoL and the Vice President, Academic Affairs, at XJTLU for arbitration and final decision.

12. Where it is agreed that a student should be permitted to transfer back to XJTLU, both academic departments at UoL and XJTLU, taking advice where necessary, are required to determine how the student should proceed on their programme of study at XJTLU to ensure they continue to be registered on the dual award. Due consideration should be given to the following:

- a. Whether or not a student may progress directly into the next year of study at XJTLU (typically Year 4) if they have been deemed to have made satisfactory progress by the Board of Examiners at UoL;
- b. Where a student has made satisfactory progress at UoL and progression into the next year of study is not possible because of incompatibilities of the curriculum, the progression arrangements for the student should be determined. This might include partial or full repeat of the previous year of study under the XJTLU curriculum;
- c. Where a student has not made satisfactory progress and it has been determined by the Board of Examiners at UoL that the student is required to repeat the year either with or without attendance, it should be agreed how this will be arranged at XJTLU which will depend on the curriculum compatibility.

13. Under normal circumstances, decisions made by the UoL Board of Examiners in relation to a student's academic progress should stand, including whether or not re-sits should be considered as first or second attempts, unless adjustments have to be made on account of the compatibility of the curriculum to allow the student to progress their studies.

14. Students whose studies have been terminated by the Board of Examiners at UoL due to unsatisfactory progress, which includes deemed withdrawn, are not eligible to transfer back to XJTLU. Where a student has appealed against this decision and their appeal is upheld by UoL

Faculty Progress Committee, the student will then become eligible to have any request to transfer considered under this protocol.

15. Where students suspend their studies at UoL mid-year and are permitted to transfer back to XJTLU on the grounds of exceptional circumstances (described above in 6.), they would normally be expected to re-start the equivalent year of study at XJTLU regardless of the point at which they suspended their studies at UoL. Under these circumstances, and where students have achieved a partial set of results at UoL, XJTLU would give exemptions for these results. Any exemptions would be agreed as part of the determination of the student's academic standing in transferring back to XJTLU.

16. Where students are permitted to transfer back to XJTLU, UoL will provide an interim transcript of results setting out the definitive academic standing of the student in order that the Boards of Examiners at XJTLU may calculate their final degree classification for the dual award, considering the results achieved at UoL.

17. Any penalty imposed by the UoL Board of Discipline on a student who is subsequently permitted to transfer back to XJTLU on the grounds of exceptional circumstances (described above in 6.), will stand and must be upheld by XJTLU for the student to be eligible to study towards the dual award. Where a student, who is permitted to transfer back to XJTLU, with a penalty imposed by the UoL Board of Discipline, and who has an appeal against this decision, pending, XJTLU will abide by the outcome of any appeal outcome.

18. Any student who is permitted to transfer back to XJTLU and who has outstanding debts to UoL will remain liable for such debts and will not be permitted to graduate with either the UoL or the XJTLU award if they remain in debt at the time they are due to graduate.



**Process for exceptional transfers back to XJTLU**

