

Course Transfers Policy

Policy Title: Course Transfers Policy

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Department / Function: Academic Quality and Standards

Owner: Register, Mr Stephen Plant

Oversight committee: Academic Board

Approving body: Academic Board (recommended)/ Board of Governors (final approval)

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Regularity alignment with Office for Student (OfS) conditions

This Course Transfer Policy forms part of the London Academy for Applied Technology's (LAAT) academic governance framework and supports the maintenance of academic standards, student progression, transparency in decision-making, and fair treatment of students seeking to transfer between programmes or modes of study.

The policy aligns with **OfS Condition B3 (Student Outcomes)** by ensuring that course transfer decisions are managed in a structured and academically sound manner that safeguards continuation, completion, and progression outcomes. Transfer decisions are based on clear academic criteria, credit compatibility, and the student's ability to meet programme learning outcomes, thereby protecting the integrity of progression standards and supporting positive student outcomes. The policy also aligns with **OfS Condition B4 (Assessment and Awards)** by ensuring that any transfer between programmes is subject to appropriate academic scrutiny, including recognition of prior learning, mapping of credits, and confirmation that sector-recognised standards are maintained. This ensures that academic awards remain valid, reliable, and aligned with approved programme specifications.

In accordance with **OfS Condition C1 (Consumer Protection Law)** the policy ensures that students are provided with clear, accurate, and accessible information regarding eligibility criteria, application procedures, timescales, and potential academic and financial implications of transferring courses. This promotes transparency and supports informed decision-making. The policy further reflects **OfS Condition C5 (Treating Students Fairly)** by ensuring that transfer requests are considered consistently, impartially, and in line with published academic regulations. Decisions are documented and communicated clearly, with appropriate routes for review where procedural concerns arise.

Finally, implementation and oversight of this policy contribute to compliance with **OfS Conditions E2 (Management and Governance)** and **E3 (Accountability)** by ensuring clear

allocation of responsibilities, appropriate academic oversight through the Academic Board, and robust governance arrangements to monitor compliance and effectiveness.

This policy is implemented through LAAT's academic governance, quality assurance, and registry procedures to ensure consistency, fairness, regulatory compliance, and protection of academic standards.

Terms of Reference

1. Purpose

This policy sets out London Academy for Applied Technology's (LAAT) approach to **course transfers**. A course transfer allows a student to move from one programme of study to another, subject to approval. The policy ensures that transfer decisions are **fair, transparent, consistent, and academically sound**, while protecting student interests and academic standards. It also supports compliance with regulatory requirements, validating partner regulations, and consumer protection obligations.

2. Scope

2.1 Applicability

This policy applies to all students enrolled on higher education programmes delivered by LAAT under franchised or validated arrangements. It applies across all modes of study, including full-time, part-time, blended, and approved online delivery.

2.2 Exclusions and Precedence

This policy does not replace or override the academic regulations of LAAT's validating partner. Where any inconsistency arises, the validating partner's regulations will take precedence, and this policy will be interpreted accordingly.

3. Definitions

- **Course Transfer:** An approved change from one programme of study to another within LAAT.
- **Internal Transfer:** A transfer between programmes delivered by LAAT.
- **Receiving Programme:** The programme into which the student seeks to transfer.
- **Academic Suitability:** A judgement regarding whether a student has the appropriate background, capability, and academic standing to undertake the receiving programme successfully.
- **Reasonable Adjustments:** Appropriate and proportionate modifications or support arrangements made to ensure that students with protected characteristics are not disadvantaged, in accordance with the Equality Act 2010.

4. Principles

LAAT applies the following principles when considering course transfer requests:

- **Fairness and consistency:** All requests are assessed using clear criteria and applied consistently.
- **Academic integrity:** Transfers must not undermine academic standards or assessment integrity.
- **Student interest:** Decisions are made in the best interests of student success and progression.
- **Transparency:** Processes, decisions, and outcomes are clearly communicated.
- **Regulatory compliance:** Transfers comply with OfS requirements and validating partner regulations.

5. Governance, Committees and Terms of Reference

5.1 Governance and Oversight

Strategic oversight of this policy is provided by the Board of Governors. Responsibility for academic assurance and operational oversight is delegated to the Academic Board.

5.2 Oversight Committee Responsibilities

The Academic Board will:

- Approve and periodically review this policy
- Monitor course transfer trends and risks
- Receive assurance on compliance with regulatory and validating partner requirements
- Recommend improvements to policy or practice where required

6. Policy Statement

6.1 Eligibility for Course Transfer

Students may request a course transfer where they believe an alternative programme better aligns with their academic interests, career goals, or circumstances. Approval is subject to academic suitability, capacity, and regulatory constraints.

6.2 Timings and Deadlines

Requests must be submitted within published timescales. Transfers will not normally be approved close to assessment periods or where the primary purpose appears to be avoidance of assessment or academic disadvantage.

6.3 Academic Suitability and Capacity

Approval of a course transfer depends on:

- the student meeting entry requirements for the receiving programme;
- academic performance and engagement to date;
- availability of places on the receiving programme; and
- the likelihood of successful progression.

6.4 Credit Transfer and Progression

LAAT will confirm whether previously completed modules or credits can be transferred. Credit transfer is not automatic and will be considered in line with academic regulations and validating partner requirements.

6.5 Fees, Funding, and Student Finance

Students will be advised that a course transfer may affect tuition fees, funding arrangements, and student finance entitlement. LAAT will ensure appropriate reporting and guide students to seek specialist advice where required.

6.6 Communication of Outcomes

Students will be informed of the outcome of their request in writing, including:

- the effective date of transfer (if approved);
- any conditions attached;
- implications for progression, fees, and funding; and
- next steps required.

6.7 International / Visa Considerations (if applicable)

Where applicable, students will be advised that course transfers may have implications for immigration status and must seek appropriate specialist advice before proceeding.

7. Standard Operating Procedure (SOP)

Detailed operational procedures for submitting, assessing, approving, recording, and implementing course transfers are set out in **Appendix A**. The Standard Operating Procedure (SOP) provides operational clarity and ensures that course transfer requests are managed in a consistent, transparent, and timely manner across the institution. It supports fair decision-making, protects academic standards, and ensures compliance with regulatory and validating partner requirements.

The SOP sets out, as appropriate:

- how and when students may submit a course transfer request;
- the information and evidence that may be required in support of a request;
- roles and responsibilities for reviewing and approving transfers;
- academic suitability, capacity, and credit transfer considerations;
- communication of outcomes and implementation arrangements; and
- record-keeping and data management requirements.

The SOP should be read in conjunction with this policy and relevant academic regulations.

8. Regulatory, Partner and Legal Alignment

8.1 Validating Partner Requirements

This policy aligns with the academic regulations and programme transfer arrangements of Plymouth Marjon University. In developing this policy, LAAT has had regard to the Student Regulations Framework, including provisions relating to programme change, progression, and assessment integrity.

8.2 Regulatory Framework

This policy supports compliance with the Office for Students Conditions of Registration, including:

- **B2** – Information for students
- **B4** – Fairness and transparency
- **C1** – Consumer protection

8.3 Legal Requirements

- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)

10. Monitoring, Compliance and Review

9.1 Monitoring

Course transfer activity, including the number of requests, approval and refusal rates, timing of transfers, progression outcomes, and retention trends, is monitored on an ongoing basis by the Student Support Team.

Summary data, emerging patterns, and identified risks are reported to the Academic Board as part of LAAT's student retention, progression, and quality assurance processes. Monitoring information is used to ensure consistency of decision-making and to inform continuous improvement.

9.2 Compliance

Failure to comply with this policy or its associated procedures may be addressed through appropriate academic or administrative processes, in line with LAAT regulations. Any action taken will be proportionate, evidence-based, appropriately authorised, and supported by a clear audit trail.

9.3 Review

This policy will be reviewed annually, or sooner where required due to changes in regulatory expectations, legal obligations, validating partner requirements, or institutional practice. The Policy Owner is responsible for initiating the review and presenting proposed amendments through the appropriate governance routes.

10. Responsible people / Roles Include

- **Register (Policy Owner): Mr Stephen Plant**
Overall accountability for policy implementation
- **Head of Academic Quality: Dr Vishwanath Kokkonda**
Ensures policy compliance, documentation, and audit readiness.
- **Programme Lead: Mr Amarjeet Singh**
Academic advice, withdrawal review, approval oversight, compliance assurance
- **Student Support Officer: Ms Nadia Asim**
Responsible for operational monitoring and intervention.

- **Academic Staff**

Academic staff are responsible for the accurate and timely monitoring of student attendance and engagement.

- **Students**

Students are expected to take responsibility for their own attendance and engagement.

List of people and contacts

Role	Name	Contact email
Register	Mr Stephen Plant	Stephen.plant@laat.ac.uk
Head of Academic Quality	Dr Vishwanath Kokkonda	Vishwanath.kokkonda@laat.ac.uk
Programme Lead	Mr Amarjeet Singh	Amarjeet.singh@laat.ac.uk
Student support officer	Ms Nadia Asim	nadiaasim@laat.ac.uk

11. List of Document

- Course transfer application form
- Academic assessment and credit mapping form
- Transfer decision record form
- Student notification letter template
- Deferrals Policy
- Study Break Policy
- Withdrawals Policy

12. Evidence

- Course transfer application form
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- Transfer decision record form
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- Deferrals Policy
- Study Break Policy
- Withdrawals Policy

Mapping table for evidence items related to OfS conditions

Evidence Item	Purpose / What it Demonstrates	Relevant OfS Condition(s)
Course Transfer Application Form	Provides students with a clear, accessible and structured mechanism to request transfer between programmes, ensuring transparency and informed decision-making	C1 (consumer protection – clear and accurate information), C5 (treating students fairly)

Academic Assessment and Credit Mapping Form	Demonstrates formal academic scrutiny of eligibility, credit equivalence, and learning outcome alignment to protect academic standards and award integrity	B4 (assessment and awards), B5 (sector-recognised standards)
Transfer Decision Record Form	Provides documented evidence of institutional decision-making, authorisation, and governance oversight of progression-related changes	E2 (management and governance), E3 (accountability)
Student Notification Letter Template	Ensures clear written communication of decisions, implications, and next steps, supporting transparency and procedural fairness	C1 (consumer protection law), C5 (treating students fairly)
Deferrals Policy	Establishes a regulated and fair framework for temporary interruption of study, protecting continuation and progression outcomes	B3 (student outcomes), C1 (consumer protection), E2 (effective management)
Study Break Policy	Provides structured procedures for authorised study interruption, safeguarding students during periods of temporary withdrawal and ensuring protection mechanisms are applied	B3 (student outcomes), C3 (student protection plan), C1 (consumer protection)
Withdrawals Policy	Ensures fair and transparent processes for voluntary or institutional withdrawal, protects students during cessation of study, and maintains accurate reporting	B3 (student outcomes), C3 (student protection plan), F1 (provision of information), C1 (consumer protection)

Appendix A – Standard Operating Procedure (SOP): Course Transfers

A1. Process Overview

This Standard Operating Procedure (SOP) sets out the detailed steps for requesting, assessing, approving, recording, and implementing course transfers. It ensures that transfers are managed in a **consistent, transparent, and timely manner**, while protecting academic standards and student interests.

Course transfer decisions are evidence-based and aligned with institutional, regulatory, and validating partner requirements.

A2. Step-by-Step Stages

Stage 1 – Advice and Initial Discussion

- The student contacts the Student Support Team to discuss course transfer options.
- Student Support provides impartial advice on:
 - the suitability of a course transfer versus other options (e.g. study break or withdrawal);
 - academic, financial, and progression implications;
 - relevant deadlines and timescales.
- Students are encouraged to seek advice before submitting a formal request.

Stage 2 – Submission of Course Transfer Request

- Students must submit a course transfer request using the approved LAAT process and within published timescales.
- The request should include:
 - the reason for seeking a transfer;
 - the preferred receiving programme;
 - any relevant supporting information or evidence.
- Late requests may not be considered unless exceptional circumstances are demonstrated.

Stage 3 – Academic Review and Suitability Assessment

- The Programme Team for the receiving programme reviews the request and assesses:
 - academic suitability and entry requirements;
 - the student's academic performance and engagement to date;
 - capacity and resource availability on the receiving programme;
 - alignment of modules and potential credit transfer.
- Where relevant, conditions may be proposed (e.g. completion of specific modules or support requirements).

Stage 4 – Decision and Authorisation

- Course transfer requests are considered by an authorised decision-maker in accordance with delegated authority arrangements.
- Decisions take account of:
 - academic suitability and likelihood of success;
 - assessment integrity and progression rules;
 - regulatory and validating partner requirements.
- Requests intended to avoid assessment or gain academic advantage will not normally be approved.
- The decision and rationale are formally recorded.

Stage 5 – Communication of Outcome

- The outcome of the course transfer request is communicated to the student **in writing** within a reasonable timeframe.
- Where approved, the communication will confirm:

- the effective date of transfer;
- the receiving programme and level of entry;
- any conditions attached to the transfer;
- implications for fees, funding, and progression;
- next steps required by the student.
- Where a request is not approved, reasons will be clearly explained and alternative options signposted where appropriate.

Stage 6 – Implementation and Record-Keeping

- Approved course transfers are implemented in LAAT’s student record systems.
- Relevant teams are notified to ensure accurate enrolment, timetabling, and support arrangements.
- Records are maintained securely in accordance with UK GDPR and institutional data retention requirements.