William College

Student Transfer Policy and Procedure

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Table of Contents

1. Introduction 3
2. Scope 3
3. Definitions 3
4. Bath Spa University Transfers 4
4.1 Voluntary Transfers Between Programmes 4
5. Birkbeck, University of London Transfers 5
5.1 Voluntary Transfers Between Programmes 5
6. Transferring Between Partner Universities 5
6.1 Campus Locations 5
7. Other Transfers 5
8. Support and Advice 5
9. Contacts 6
10. Policy Review 6
10. Related Policies 6

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1. Introduction

William College recognises that students' academic interests and career goals may evolve during their studies. This policy outlines how students at William College may request to transfer from one course of study to another, as a result of their decision or as a result of a material change. It does not cover transferring to or from the College from other institutions which are treated separately in other policies such as the:

- Admission Policy
- De-Registration, Withdrawal and Study Break Policy

The policy on transfers is determined by the Partner University's academic regulations and supplementary procedures, on which this document is based.

William College will support course transfers where they are academically appropriate and administratively feasible. Transfers must be:

- Academically justified and consistent with programme requirements.
- Supported by both the current and receiving course teams.
- Approved through the Partner Institution's formal transfer process.

Meeting eligibility criteria does not guarantee approval; each request will be assessed individually on its merits, availability, and compliance with the respective University's Transfer Policy.

2. Scope

This policy applies to all students at William College and operates in accordance with the Equality Act 2010.

This policy covers information about:

- What is meant by transfer.
- The support available to those thinking about transferring.
- What actions must be taken.
- Factors taken into account when considering transfer requests.
- How to make a request and process of decision making.

3. Definitions

Term	Definition
Course Transfer	A move from one programme delivered at William College to another programme delivered at William College.
Partner University	Refers to a higher education institution that has established a formal collaboration with William College. For the purposes of this policy, this refers to Bath Spa University and Birkbeck, University of London.
Transfer of Award Form	The official document submitted to request the programme transfer.
Current Course Team	The academic team responsible for the student's existing programme of study.

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4. Bath Spa University Transfers

4.1 Voluntary Transfers Between Programmes

Requests for a programme transfer must normally be submitted within the first two weeks of the academic year for the relevant level of study. Transfers are only considered during:

- Foundation Year (Level 0)
- Level 4 (Year 1)

Transfers are not permitted once a student has progressed to Level 5 or Level 6.

Each transfer request is assessed on an individual basis against the following criteria:

- If the academic requirements are met.
- Availability of space on the new programme.
- If any Reasonable Adjustments can be accommodated.

Requests made after the first two weeks of the course will require the addition of:

- A supporting statement as to why the transfer is requested; and,
- An assessment from the current and proposed programme leaders; and,
- Curriculum mapping, including any professional body requirements (if applicable).

Students who wish to request a transfer should consult their programme leader. Students and their programme leader will then approach Student Services to send a completed Transfer of Award form through the MyServices portal. The student will require a signature from their programme leader for the Transfer of Award to progress to the Bath Spa Team. Bath Spa will then approve the transfer if students have met all reasonable requirements.

After submission of the Transfer of Award form, students will receive a notification acknowledging receipt within five working days of submission.

If approved, a decision on the outcome of the transfer request will be shared by the University which will include:

- Information about any bridging activity required.
- Any regulatory matters needing consideration or action, such as those relating to student loans and funding eligibility.
- Ongoing support available as part of the transfer.

If the request for transfer is rejected, then this will be communicated by the University explaining the reason why.

If students are unable to approach their programme leader, they may find the next available senior member of the academic team. If they are unable to approach a senior member of the academic team, they may approach the Dean or Provost.

More information on Bath Spa University course transfers can be found in their Transfer Policy[1].

[1] https://www.bathspa.ac.uk/media/bathspaacuk/projects/Transfers-Policy-v2.pdf

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5. Birkbeck, University of London Transfers

5.1 Voluntary Transfers Between Programmes

Birkbeck administers transfers through its own process without the involvement of William College.

Students wishing to request a transfer between courses or programmes should submit a change of programme request via their My Birkbeck profile. Requests will need the approval of the Programme Leader of the student's current and proposed course.

More information on Birkbeck course transfer can be found on their website[2].

6. Transferring Between Partner Universities

Students wishing to transfer from a Bath Spa University programme to a Birkbeck, University of London programme, or vice versa, are not eligible for an internal course transfer under this policy.

This is because Bath Spa University and Birkbeck, University of London operate separate admissions and academic frameworks. A student wishing to move between partner universities would need to withdraw from their current programme and apply to the new programme as an external applicant through the relevant partner university's standard admissions process.

Students considering this are strongly advised to speak with the Student Support Team and Student Finance Team before taking any action, as this may have significant implications for their funding, progression, and academic standing.

6.1 Campus Locations

Please note, Bath Spa University programmes are delivered at William College's Stratford, London campus. Birkbeck, University of London programmes are delivered at William College's Leeds campus. All teaching is delivered on campus. Students must therefore be able to attend the campus associated with their partner university and programme of study. Students who are unable to attend the relevant campus should contact the Student Support Team to discuss their options before submitting any transfer request.

7. Other Transfers

Any students wishing to leave William College and transfer to another higher education provider should refer to the Student De-Registration, Withdrawal and Study Break Policy.

Prospective students intending to transfer from another higher education provider to William College should refer to the Admissions Policy or contact the Admissions Team.

8. Support and Advice

William College will support and facilitate students with their request for course or programme transfer by providing the necessary advice and liaising with the respective partner university in order to ensure a smooth process.

Students who wish to transfer between courses or programmes should seek the advice from staff before making the decision to submit a request so they can be informed of all the implications

[2] https://www.bbk.ac.uk/student-services/admissions/transfer

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associated with a course or programme transfer. Anyone thinking to request a transfer is advised to speak with:

- Academic Team: for academic advice related to the proposed course
- Student Finance Team: for funding implications as a result of the transfer
- Student Support Team: for support available during and after the transfer

If a transfer is approved, the partner university will notify Student Finance England of the programme change. It remains the student's responsibility to ensure that the Student Loans Company (SLC) is aware of any changes to their registration status and to confirm how the transfer may affect their funding eligibility.

9. Contacts

William College, London

- Academic Support Team (SST): sst_stratford@williamcollege.ac.uk
- Student Finance Team: studentfinance@williamcollege.ac.uk
- Student Support Team: studentsupport_stratford@williamcollege.ac.uk

William College, Leeds

- Academic Support Team (SST): studentsuccess.leeds@williamcollege.ac.uk
- Student Finance Team: studentfinance_leeds@williamcollege.ac.uk
- Student Support Team: studentsupport.leeds@williamcollege.ac.uk

10. Policy Review

This policy will be reviewed annually or earlier if required by the Head of Professional Services. Any amendments or changes are subject to the approval of the Senior Leadership and Management Team.

11. Related Policies

- Admissions Policy.
- De-Registration, Withdrawal and Study Break Policy.
- Partner Admissions Policies.
- Partner Withdrawal Policies.
- Partner Transfer Policies.

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