



University College  
of Osteopathy

# Course Transfer Policy & Procedure

Core Documentation Cover Page

# Course Transfer Policy & Procedure

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Mar 2014 Academic Council	To clarify and formalise the process of students transferring between courses to enhance current practice.	M.Ost Course Leaders	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Mar 2016
V2.0	Jun 2016 PRAG Chair	Administrative Amendment to reflect current process and policy titles.	M.Ost Course Leaders	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2018
V3.0	Jul 2017 PRAG Chair	Administrative Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy and to update course list.	M.Ost Course Leaders	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Jun 2018

## Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

**If you have any feedback or suggestions for enhancing this policy, please email your comments to: [quality@uco.ac.uk](mailto:quality@uco.ac.uk)**

## STUDENT COURSE TRANSFER POLICY & PROCEDURE

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## 1. SCOPE

- 1.1 The University College of Osteopathy (UCO) recognises that students' circumstances can change whilst they are enrolled at the UCO.
- 1.2 This policy outlines which courses students may transfer between and outlines the process students should follow should they wish to transfer between courses.

## 2. INTRODUCTION

- 2.1 The UCO recognises that students' circumstances can change whilst they are enrolled on their course and that transferring onto another course may enable students to continue their studies. The UCO is supportive of students in this position.
- 2.2 The following table outlines which of the UCO's courses students may normally apply to transfer onto:

<b>Course Student is Enrolled On</b>	<b>Course to Which a Student may Transfer</b>
Access to Higher Education Diploma	None
Integrated Master of Osteopathy (Full-Time) Course (M.Ost (FT))	Integrated Master of Osteopathy (Part-Time) Course (M.Ost (PT))
Integrated Master of Osteopathy (Part-Time) Course (M.Ost (PT))	Integrated Master of Osteopathy (Full-Time) Course (M.Ost (FT))
PG Cert. in Academic & Clinical Education	None
PG Cert. in Specialist Paediatric Osteopathic Practice	None
PG. Cert. In Integrated Care of Older Adults	None
PG. Cert. in Animal Osteopathy	None
MSc Osteopathy (Pre-Registration) Course	None
Professional Doctorate in Osteopathy	None

- 2.3 Normally students may only transfer between the UCO's two M.Ost courses.
- 2.4 Students wishing to transfer onto any other course offered by the UCO should read the UCO's Recognition of Prior Learning (RPL) Policy and course specific RPL handbooks for further.

## 3. TRANSFERRING BETWEEN THE UCO'S TWO M.OST COURSES

- 3.1 The UCO is in the unique position to enable students to transfer from the M.Ost (FT) course to the M.Ost (PT) courses and vice versa.

- 3.2 The subject content of the two courses is very similar but due to the courses being delivered at different speeds, immediate transfers and automatic transfers are not always possible. To ensure that each student is treated equally and fairly, their application to transfer between these courses is reviewed on a case by case basis.
- 3.3 It is normally possible for students to transfer from one course to the other course at four recognised transfer points:
- i. Within the first two months of starting the first year of each of these courses;
  - ii. After completing three years of the M.Ost (PT) course to enter the final two years on the M.Ost (FT) course.
  - iii. After completing two years of the M.Ost (FT) course to enter the third year of the M.Ost (PT) course.
  - iv. In exceptional circumstances students may transfer from one course to the other mid-course if a suitable entry point is determined.

#### 4. PROCEDURE FOR TRANSFERRING BETWEEN THE UCO'S TWO M.OST COURSES

- 4.1 A student wishing to transfer from their current M.Ost course contacts their current Course Leader to enquire about the possibility of transferring to the other M.Ost course.
- 4.2 The student's current Course Leader completes Parts 1 and 2 of the "Course Transfer Request Form" (Appendix 1) in the presence of the student and informs the student that they will contact the prospective Course Leader to discuss their request. (Course Leaders should liaise with the Academic Registry to access the student's academic record).
- 4.3 The current Course Leader should discuss the student's request to transfer with the prospective Course Leader passing on the Course Transfer Request Form to enable the prospective Course Leader to complete Part 3.
- 4.4 Regarding recognised transfer points ii and iii above, the prospective Course Leader should ensure that the student has successfully completed the first three years of the M.Ost (PT) or the first two years of the M.Ost (FT) course respectively by obtaining a copy of the student's end of year examination transcript from the Registry Department and attaching this to the Course Transfer Request Form.
- 4.5 Regarding students wishing to transfer mid-course, normally the prospective Course Leader should map the Learning Outcomes achieved by the student against those of their own course to determine whether there is a suitable point of entry for the student mid-course and if so when.

- 4.6 For both 4.4 and 4.5 above the prospective Course Leader should verify that this has been done by completing Part 3 of the Course Transfer Request Form in addition to noting any other recommendations about the transfer (e.g. that the student should complete the academic year on their current course before transferring, should receive suitable academic / welfare support, etc.).
- 4.7 The prospective Course Leader, current Course Leader and the student should then arrange a time to meet to discuss and agree the outcome of the course transfer request and to complete Part 4 of the Course Transfer Request Form as appropriate.
- 4.8 The current Course Leader should inform the Academic Registry of the outcome of the student's transfer request by passing the completed Course Transfer Request Form to the Registrar which will be kept in the student's file held in the Academic Registry.
- 4.9 The Registrar will be responsible for updating the student database as appropriate to reflect the outcome of the course transfer request and for informing the Finance Department about the student's transfer to another course.
- 4.10 The Finance Department will liaise with the student to arrange payment of fees for their new course as appropriate.

## STUDENT COURSE TRANSFER PROCESS FLOWCHART

Student wishing to transfer to either the full-time or part-time M.Ost course contacts their current Course Leader to enquire about the possibility of transferring to the other M.Ost course.

The current Course Leader **completes Parts 1 and 2** of the “**Course Transfer Request Form**” (Appendix 1) in the presence of the student and informs the student that they will contact the prospective Course Leader to discuss their request.

The current Course Leader discusses the student’s request with the prospective Course Leader passing on the Course Transfer Request Form to enable the prospective Course Leader to **complete Part 3**.

The prospective Course Leader accesses the student’s academic record from the Academic Registry to obtain verification of successful completion of the relevant years of study / to map the Learning Outcomes achieved by the student against those of their own course to determine a suitable point of entry for the student as appropriate.

The prospective Course Leader, current Course Leader and the student then arrange a time to meet to discuss and agree the outcome of the course transfer request and to **complete Part 4** of the Course Transfer Request Form as appropriate.

The current Course Leader informs the Academic Registry of the outcome of the student’s transfer request by passing the completed Course Transfer Request Form to the Registrar which will be kept in the student’s file held in the Academic Registry.

The Registrar updates the student database as appropriate to reflect the outcome of the course transfer request and informs the Finance Department about the student’s transfer to another course.

The Finance Department will liaise with the student to arrange payment of fees for their new course as appropriate.

### **Student Transfer Process Complete**

The student is enrolled on the M.Ost course to which they have transferred.

## APPENDIX 1: COURSE TRANSFER REQUEST FORM

(To be completed by Current & Prospective Course Leaders as indicated)

### Part 1: Details

(To be completed by Current Course Leaders in the presence of the Student)

<b>Student Name:</b>	
<b>Current Course:</b>	M.Ost (FT) / M.Ost (PT) <i>(delete as appropriate)</i>
<b>Current Year on Course:</b>	1 <sup>st</sup> yr / 2 <sup>nd</sup> yr / 3 <sup>rd</sup> yr / 4 <sup>th</sup> yr / 5 <sup>th</sup> yr <i>(delete as appropriate)</i>
<b>Course to be transferred to:</b>	M.Ost (FT) / M.Ost (PT) <i>(delete as appropriate)</i>
<b>Year of Course to be transferred to:</b>	1 <sup>st</sup> yr / 2 <sup>nd</sup> yr / 3 <sup>rd</sup> yr / 4 <sup>th</sup> yr / 5 <sup>th</sup> yr <i>(delete as appropriate)</i>

### Part 2: Academic Record - Units Completed

(To be completed by Current Course Leaders in the presence of the Student)

Please list the units that the student has completed and achieved credit for:

	Unit Name	Level	Number of Credits Achieved
1			
2			
3			
4			
5			
6			

<b>Signature of Student:</b>		<b>Date:</b>	
<b>Signature of Current Course Leader:</b>		<b>Date:</b>	



### Part 3: Learning Outcome Mapping & Recommended Outcome of Transfer

(To be completed by Prospective Course Leaders)

<b>Mapping of Learning Outcomes against student's Current Course completed</b>	Please attach student's academic record and mapping of Learning Outcomes as appropriate.
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Recommended Point of Entry	
<b>Exact Start Date of Transfer (DD/MM/YY):</b>	
<b>Year of Course Student Transfers into:</b>	

Any additional recommendations (e.g. that the student completes the academic year on their current course, receives suitable academic / welfare support, etc.):

<b>Signature of Prospective Course Leader:</b>		<b>Date:</b>	
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### Part 4: Decision

(To be completed by Current & Prospective Course Leaders in the presence of the Student)

Transfer to .....course, with start date of: .....

Student signature: ..... Date: .....

Current Course Leader signature: ..... Date: .....

Prospective Course Leader signature: ..... Date: .....