

Transfer, Restart and Withdrawal Policy

1.0 Introduction and background

- 1.1 The University of Northampton is committed to supporting students through their programmes of study and to enabling students to make adjustments to those programmes of study in certain circumstances.
- 1.2 As part of this commitment, the University enables students to transfer between, restart on or withdraw from programmes of study when certain conditions are met.

2.0 Purpose and scope

- 2.1 The policy sets out the ways in which students of the University of Northampton can request a transfer between, a restart on or a withdrawal from a programme of study.
- 2.2 The policy applies to all students registered with the University of Northampton and/or enrolled on one of its programmes of study at undergraduate or postgraduate taught level. It applies to students studying at partners as well as students studying onsite.

3.0 Definitions

- 3.1 Transfer – to move from one programme of study to another programme of study
- 3.2 Restart – to recommence on the same programme of study or a different programme of study, normally starting again from the beginning of the Level.
- 3.3 Withdraw – to choose to cease a programme of studies and being a student of the University
- 3.4 Deemed withdrawn – where the University determines that a student is no longer engaging with their studies and takes the move to remove their enrolment on a programme of studies.

4.0 Key principles

4.1 Transfers

- 4.1.1 Students who wish to transfer programme within the first two teaching weeks of the programme start date should discuss options with the Student Support and Advice team. Approval of such transfers requires consultation with the programme leader of programme onto which the student wishes to transfer and

with Financial Guidance, approval by Admissions and completion of the relevant documentation¹.

- 4.1.2 Undergraduate students may also be able to transfer to a different programme of study at the end of semester one, or following successful completion of a level of study or of modules within that level of study. This will normally apply to Level 4 only but there may be some situations where it is possible to do this at later stages. Discussions should be held with the Student Support and Advice team, with the programme leader of the programme into which the student wishes to transfer and with Financial Guidance. Decisions will take account of the existence of any pre-requisites on the programme into which the student wishes to transfer and whether it is academically appropriate to transfer the credits already gained from one programme of study to the other².
- 4.1.3 Transfers for students undertaking Level 3 of a programme incorporating Foundation will be permitted as per the *Transfer Procedure for students on a Programme Incorporating Foundation* found in Appendix 1.
- 4.1.4 Transfers of any other nature, at any other time, are not normally permitted. Any exception to this requires approval by the Academic Registrar or nominee.
- 4.1.5 Any student who wishes to change programmes outside the options listed above must consider applying to restart, or withdraw and re-apply to the University for consideration to commence studies at a later date.

4.2 Restarts

- 4.2.1 Only one restart is permitted and requests for a restart must normally be submitted prior to the deadline provided to students. This deadline is published centrally annually and is set at the point prior to the end of year Module Boards. Restart requests cannot be approved after the Module Boards in any circumstances.
- 4.2.2 Where a restart is requested after the Module Boards students must await confirmation of their eligibility to progress with their studies from the Award and Status Board before any programme changes can be applied. If a student has their studies terminated as a result of breaching of accumulated failure regulations then a restart request cannot be considered and the student must follow the Termination Appeal Policy.
- 4.2.3 A student who is requesting to restart or requesting to repeat a level of study must provide evidence of valid extenuation to explain any non-engagement or extensive failure. Such a request should be discussed with the Student Support and Advice team and then a request made by completion of the Restart on the Same Programme Form or Restart on a Different Programme Form. Authorisation must be gained from Academic Advisers.

¹ For students on a Student Visa where there are additional implications for transfer between programmes, approval must also be sought from ISSS

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- 4.2.4 A student who is permitted to restart a programme or level of study may not normally carry forward any credit from the first attempt; similarly, all fails from the first attempt are normally disregarded and do not count in the accumulated fail regulation.
- 4.2.5 A student may request to restart on a different programme of study. A student who has been allowed to restart on a different programme will normally do so at the start of that programme. Such a request should be discussed with the Student Support and Advice Team and then a request made by completion of the Restart on a Different Programme Form. Authorisation must be gained from the Programme Leader.
- 4.2.6 The application of a student who restarts either on the same programme or a new programme will be processed through Admissions who will undertake further checks regarding a student's eligibility for the programme.
- 4.2.7 The student will not be considered a student of the University during the time between a request for a restart being approved and that restart commencing.
- 4.2.8 Students who restart a programme or repeat a level are responsible for managing the financial implications of this; students are advised to seek guidance on the financial implications prior to finalising the restart.

4.3 Withdrawal

- 4.3.1 A student is permitted to withdraw themselves from a programme of study at any time except when their grades are being processed for Module Boards and an Award and Status Board. A student who wishes to withdraw during that time period may submit their withdrawal request, but this will not be processed until after the relevant Award and Status Board. If the Award and Status Board has approved termination of studies this will then override the withdrawal request.
- 4.3.2 Students are not permitted to withdraw from studies to avoid Termination of Studies due to academic failure.
- 4.3.3 Withdrawal from studies cannot be processed in the timeframe between Module Boards and confirmation of progression status. Students who wish to withdraw in order to obtain an intermediate award must notify the Assessments, Ceremonies and Examinations Team prior to Module Boards.
- 4.3.4 A student is only deemed to have withdrawn once the appropriate documentation has been completed and the student's status has been adjusted on the Student Records System.

4.4 Being deemed withdrawn

4.4.1 The University's Academic Regulations (3.3.8) state that

'A student who completes enrolment or re-enrolment and does not engage with their studies by the end of the fourth week of the semester and/or their engagement is low, will be contacted and may be withdrawn.'

In addition, a student who fails to engage across all assessments within the first semester of a year of study without good cause and due notice will be deemed to have withdrawn from the programme and their registration will be terminated by the University.

4.4.2 In implementing this, the University will consider data on student engagement. This will normally include, but may not be limited to:

- Attendance at timetabled sessions (physical and virtual).
- Information about when and for how long students log in to module and other NILE sites.
- Outcomes from your summative assessments.
- Use of security gates.
- MyEngagement, an overarching system that monitors student engagement by combining a range of data from university systems.

4.4.3 Appeals against being deemed withdrawn on these grounds will be permissible on two grounds:

1. The student has mitigating circumstances to explain their non-engagement, and/or
2. The student has evidence to demonstrate that the data on which the withdrawal was based is incorrect.

Appeals will follow the Academic Appeals Policy process.

4.4.4 Where a student's appeal is successful on the grounds of 1, the student will normally be permitted a restart for the following academic year.

4.4.5 Where a student's appeal is successful on the grounds of 2, a conversation will be undertaken to determine whether it is appropriate to enable the student to continue in the existing academic year or whether a restart is most appropriate. The level of engagement of the student and the structure of the student's programme will be important in determining timing.

4.4.6 It should be noted that the process documented above is undertaken separately from any processes designed to provide students with student support and academic advice, through Personal Academic Tutors, Student Services and others. Students who are withdrawn for non-engagement are done so based on data associated with academic engagement only. Student support mechanisms, initiatives and approaches take place around this work and are separate.

4.5 Withdrawal as a result of termination due to academic failure

4.5.1 A student's programme of studies will be terminated if they breach accumulated failure regulations. These are detailed in the Academic Regulations.

4.5.2 A student who is terminated due to academic failure and wishes to apply to study on a different programme at the University cannot do so until a period of two years from the point of termination has elapsed. The decision whether to

admit the applicant for the second time will take account of the circumstances under which his/her programme was terminated and the applicant's subsequent development.

- 4.5.3 In no circumstances is a former student eligible to reapply to study on a programme from which s/he was previously terminated. This also includes applying to join the same programme at a partner, or applying to join a programme that contains the same content as the programme from which a student was terminated (for example some HNDs/BScs).

4.6 Withdrawal as a result of termination due to disciplinary issues

- 4.6.1 A student may be withdrawn from their programme of study if they have been found culpable of a Stage 2 disciplinary offence through the Student Disciplinary Policy and have no or minimal levels of engagement with their programme of study. Evidence used will include, but may not be limited to, engagement with NILE, attendance at taught sessions and submission of taught work.
- 4.6.2 The Student Disciplinary Policy provides information on the circumstances in which this is may be relevant i.e. the circumstances that lead to a Stage 2 disciplinary offence.

5.0 Key responsibilities

- 5.1 Student – to ensure correct administrative processes are completed when requesting a transfer, restart or withdrawal. To engage appropriately with services, support and advice available.
- 5.2 Programme Leader – to discuss possible transfers and restarts with students.
- 5.3 Admissions – to review proposed transfers and restarts to ensure admissions criteria are met.
- 5.4 Student Support and Advice – to provide support and advice to students considering transfer, restart or withdrawal.
- 5.5 Student Information Desk – to direct students to the appropriate policy and sources of support.
- 5.6 Student Records Team – to process transfers, restarts and withdrawals on the student records system. To complete administrative processes associated with students being deemed withdrawn.
- 5.7 Financial Guidance – to provide advice on the financial implications of transfer, restart or withdrawal.
- 5.8 ISSS – to provide advice on the visa implications of transfer, restart or withdrawal to students on a Tier 4 visa.

6.0 Links to related UN Policies/Guidance/Regulations

- 6.1 Mitigating Circumstances
- 6.2 Study Break
- 6.3 Student Disciplinary Policy

7.0 Links to related external documents (e.g. QAA)

- 7.1 n/a

8.0 Appendices

- 8.1 Transfer procedure for students on a programme incorporating foundation
- 8.2 Summary Sheet

8.1 Transfer Procedure for Students on a Programme Incorporating Foundation

Where students are studying the Level 3 component of a Programme Incorporating Foundation, the following transfer procedure will apply. This supplements the standard transfer procedures at the University:

8.1.1 Students apply to a named degree programme with foundation (e.g. BSc Accounting and Finance with Foundation; BA Fine Art with Foundation). Nonetheless, the Level 3 component is not subject focused.

8.1.2 The Level 3 component is split into 4 cognate areas, with programmes grouped as in the table below. Students in the same cognate group study the same modules at Level 3.

8.1.3 Students who wish to transfer between degree programmes within the same cognate group can do so throughout the Level 3 component. Once a student moves into the Level 4 component the transfer procedure to be followed is as per the standard university procedure.

8.1.4 Students who wish to transfer between degree programmes in separate cognate groups must follow the standard university procedure.

8.1.5 Cognate Groups are as follows:

Cognate Group	Associated Programmes
Arts	Architectural Technology BSc (Hons)
	Interior Architecture & Spatial Design (Hons)
	Creative Film, Television and Digital Media BA (Hons)
	Drama BA (Hons)
	Fashion Design BA (Hons)
	Fine Art BA (Hons)
	Fine Art Painting & Drawing BA (Hons)
	Graphic Communication BA (Hons)
	Games Art BA (Hons)
	Games Design BA (Hons)
	Illustration BA (Hons)
	Multimedia Journalism BA (Hons)
	Multimedia Sports Journalism BA (Hons)
	Music Production BA (Hons)
	Photography BA (Hons)
	Popular Music BA (Hons)
	Product Design BSc (Hons)
Hair, Make Up & Prosthetics BA (Hons)	
Film & Screen Studies BA (Hons)	
Business, Marketing and Management	Advertising & Digital Marketing BA (Hons)
	Banking and Financial Planning BSc (Hons)
	Business BA (Hons)
	Economics BSc (Hons)
	Entrepreneurship & Innovation BA (Hons)
	Events Management BA (Hons)
	ESports BA (Hons)
	Fashion Marketing & Promotion (BA) (Hons)

	Human Resource Management BA (Hons)
	International Business BA (Hons)
	Leadership and Management BA (Hons)
	Marketing BSc (Hons)
	Sport Business and Leadership BSc (Hons)
Science and Health	Biomedical Science BSc (Hons)
	Environmental Science BSc (Hons)
	Geography BSc (Hons)
	Sport Rehabilitation and Conditioning BSc (Hons)
	Sport Coaching BSc (Hons)
	Sport and Exercise Science BSc (Hons)
	Health Sciences BSc (Hons)
	Biochemistry BSc (Hons)
	Pharmacology BSc (Hons)
	Biological Sciences BSc (Hons)
	Climate Change BSc (Hons)
	Electrical and Electronic Engineering BEng (Hons)/MEng
	Electromechanical Engineering BEng (Hons)/MEng
	Engineering BSc (Hons)
	Mechanical Engineering BEng (Hons)/MEng
	Computing (Computer Networks Engineering) BSc (Hons)/MEng
	Computing (Computer Systems Engineering) BEng (Hons)/MEng
	Computing (Mobile Application Development) BSc (Hons)
	Computing (Software Engineering) BSc (Hons)
	Computing (Web Technology & Security) BSc (Hons)
	Computing BSc (Hons)
	Business Computing (Systems) BSc (Hons)
	Business Computing (Web Design) BSc (Hons)
	Games programming BSc (Hons)
	Leather Technology BSc (Hons)
Development, Education and Law	Criminal and Corporate Investigation BA (Hons)
	Criminology BA (Hons)
	International Relations and Politics BA (Hons)
	Law LLB (Hons)
	Law, Criminology and Criminal Justice BA (Hons)
	Psychology & Criminology BA (Hons)
	Early Childhood Studies BA (Hons)
	Education Studies BA (Hons)
	Childhood and Youth BA (Hons)
	Special Educational Needs and Inclusion BA (Hons)
	Sport Development and Physical Education BA (Hons)
	Sociology BA (Hons)
	English BA (Hons)
	History BA (Hons)
	Social Care and Community Practice BA (Hons)
	Psychology BSc (Hons)
	Psychology (Counselling) BSc (Hons)
	Psychology (Developmental and Educational) (Hons)
	Forensic Psychology BSc (Hons)

8.2 Summary Sheet

Policy Title:
Transfer, Restart and Withdrawal Policy
Purpose of Policy and to whom it applies (please specify cohorts):
<p>The policy sets out the ways in which students of the University of Northampton can request a transfer between, a restart on or a withdrawal from a programme of study. It also sets out the circumstances in which a student may be withdrawn from a programme of study by the University.</p> <p>The policy applies to all students registered with the University of Northampton and/or enrolled on one of its programmes of study at undergraduate or postgraduate taught level. It applies to students studying at partners as well as students studying onsite.</p>
Owner and Department:
Academic Registrar
Principal contact:
Anna Quinn (Student Support and Advice Manager)
Dissemination and implementation plan:
Via SSECs and SEC. Via web
Date of initial committee approval (state committee name):
SEC
Date of Senate approval:
Date for implementation and cohorts to which it applies:
September 2019 for all new and continuing students
Proposed date of annual update:
June 2022
Date of last annual update:
June 2023
Proposed date of full review:
June 2023
Date of last full review:
n/a
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