

## **063. Student Transfer Arrangements**

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### Introduction

IFG is required to publish the arrangements it has in place to facilitate student transfers.

In this context, the term ‘transfer’ refers to:

- current students at other Higher Education Institutions wishing to transfer to a course of higher education at IFG (**Transfer in**);
- current students at IFG on a course of higher education who wish to transfer to another course of study at other Higher Education Institutions (**Transfer out**); and
- current students enrolled on a course of higher education at IFG who wish to transfer to another course of higher education at IFG (**internal Transfer**)
- Transfer as a result of the initiation of the Institution’s Business Continuity Plan.

IFG is committed to fair admissions, ensuring transparent, reliable, and inclusive recruitment, selection, and admissions procedures in line with its mission and core values. The policy ensures fairness and compliance with UK law.

### Considerations of Implications of Transferring

Transferring to a different institution or qualification may have implications on studies or finances. Before formalising a transfer, students will need to consider the following possible implications:

- Student Finance loan arrangements (if applicable)
- The calculation of the final qualification classification (this will be based only on a student’s years of study at IFG)
- If studying in the UK on a Student visa, UKVI rules around transferring studies/institutions

**Process of Transferring To IFG**

IFG will consider applications for direct entry into the second year of certain courses based on individual academic credits attained and taking account of any other relevant experience which we deem appropriate to support the application. However, some courses will not be eligible for such applications. Entry into a subsequent (normally third) year will typically only be considered in exceptional circumstances, unless an approved institutional articulation agreement is in place.

Applicants must apply via the appropriate method, including a recent transcript, predicted grade or classification from a current tutor, a list of academic achievements, and a statement outlining the reasons for requesting entry to IFG for that particular programme. Applications can be made prior to the acquisition of credits and an offer may be made based upon expected attainment of credits, but entry to a place on the course will only be confirmed upon successful achievement of the credits and the applicant satisfactorily meeting any other conditions of the offer.

IFG will make a timely decision on whether a place for the second or subsequent year of entry can be made, and if courses or modules do not match the core components of the degree, an alternative offer may be made.

**Process of Transferring From IFG**

IFG students transferring to another institution must consult with a departmental tutor - normally their course leader or the Director of Studies - before requesting a transfer, and will be asked to complete an online form to confirm that they wish to transfer. They will be issued with a link to this by IFG normally within 72 hours of notifying IFG that they wish to transfer.

For each full-time year of an undergraduate degree completed, 120 credits under the Credit Accumulation Transfer Scheme (CATS) will be issued or 60 European Credit Transfer and Accumulation System (ECTS) credits are awarded, with final degree classifications weighted differently at different institutions. This process is crucial for ensuring a smooth transition.

**Process of Transferring Within IFG**

IFG students transferring to a different course within the same academic department must consult with the departmental senior tutor first.

If the department supports the move, arrangements can be made through an online form.

Approval depends on previous qualifications, modules, grades, and space availability.

A transfer into the second or third year of a degree course in a different department or discipline is unlikely unless the student can demonstrate the relevant level of knowledge in the new subject. However, subject to satisfying normal entry requirements, internal transfers will benefit from an expedited admissions procedure and swifter decision-making, alongside access to a supported discussion regarding their application at both pre-application and post-decision stages, should they wish.

In the event that an application for transfer is unsuccessful, the student will be advised of the reasons for this by the Director of Studies or their nominee. If the student is not satisfied with the explanation, they may submit a complaint under the Student Complaints Procedure.

**Transferring From a Non-UK Institution**

IFG is responsible for maintaining the academic standards of the qualifications awarded. The college follows the QAA higher education credit framework (FHEQ), to develop the qualification holder's attributes and abilities.

IFG uses the Credit Accumulation and Transfer Scheme (CATS) for awarding academic credit on its modules and programmes, with each year worth 120 CATS and corresponding to Levels 4, 5, and 6 of the Framework for Higher Education Qualifications (FHEQ).

IFG can consider transfers from students applying via the European Credit Transfer System (ECTS), with 60 ECTS corresponding to 120 CATS. The typical skills acquired during a Level 4 qualification include knowledge of underlying concepts and principles associated with the area(s) of study, ability to evaluate and interpret these within the context of that area, and the ability to present, evaluate, and interpret qualitative and quantitative data.

Applicants must provide evidence that their previous studies meet the requirements for relevant qualifications, including transcripts, a detailed statement, a reference from a previous tutor, and official programme/module specifications.

Each application will be considered on a case-by-case basis, focusing on the ability to present, evaluate, and interpret qualitative and quantitative data, make sound judgments, evaluate different approaches to problem-solving, communicate study results accurately and reliably, and undertake further training and develop new skills within a structured educational context.

### **Transfer as a result of the initiation of the Business Continuity Plan**

IFG's Business Continuity Plan identifies a range of potential 'theoretical' risks to the continuation of study of IFG's students, and for each of those risks, aims to provide assurance to current and future students that IFG has in place appropriate arrangements to protect the quality and continuation of study.

IFG is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for students studying directly with IFG. In the improbable event that the continuation of study cannot be sustained, IFG will support the student in transferring to another Higher Education Institution and/or will, as appropriate, refund or compensate the student as described in the Fees, Refunds and Compensation Policy.

In addition, IFG's Regulations make provision for the awarding of credit and/or an interim award to enable a student to have the credit/award recognised by Higher Education Institution, and IFG will work with its awarding organisations as relevant to ensure as smooth a transfer as possible can be managed, including confirmation of credits achieved to other admitting institutions where relevant.

### **Transfer of non-HE students**

Currently IFG offers a range of pre-university pathway programmes, foundation and pre-masters. Due to the nature of the programmes it is very rare for students to transfer to and from pathway institutions and so if a student requested to transfer we would consider requests on a case-by-case basis.

However, as the IFG curriculum is consistent across the IFG network of franchise partner teaching centres it is possible for a student to transfer from IFG London to one of our partner centres or to online delivery (by IFG London teachers).

Additionally, as outlined in our Business Continuity Plan there are contingency plans in place for both HE and non-HE students should IFG close or be required to suspend teaching. For non-HE students this would include online teaching as well as transfer to a partner teaching centre. In addition IFG has financial reserves for 12 months which exceeds the duration of a Foundation or Pre-masters programmes.