

# Student Transfer Policy

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Ownership	Head of Admissions
Policy contact	Admissions Policy and Fair Access Manager
Approval	ADC/AB
Protective Marking	Public
Policy Unique ID	
Last review date	June 2022
Next review date	June 2023

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# 1 Introduction

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- 1.1 This policy sets out the requirements and considerations for students currently studying an undergraduate degree at another institution and wishing to transfer to Goldsmiths and the requirements for current Goldsmiths undergraduate students who are considering transferring to another institution. It also details the requirements for transferring within Goldsmiths to a different degree.
- 1.2 In accordance with our mission and core values we are committed to the principle of fair admissions and seek to operate recruitment, selection and admissions procedures that are transparent, reliable and inclusive. Goldsmiths will at all times seek to operate procedures that are fair and are in accordance with the law of the United Kingdom.

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## 2 Consideration of implications of transferring

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- 2.1 Transferring to a different institution or degree may have implications on studies or finances. Before formalising a transfer, students will need to consider the following possible implications:
- Student Finance England loan arrangements (if applicable)
  - The calculation of the final degree classification (this will be based only on your years of study at Goldsmiths)
  - If studying in the UK on a Student visa, UKVI rules around transferring studies/institutions

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## 3 Process for transferring to Goldsmiths

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- 3.1 Goldsmiths will consider applications on their individual merits for direct entry into the second year of certain undergraduate degree programmes, where applicants have completed, or are due to complete, a year (or more) of study on a relevant programme.
- 3.2 We will not consider such applications for some programmes and this will be made clear on the Goldsmiths website and on the programme's UCAS Entry Profile. Entry into the third year will usually only be considered in exceptional circumstances, unless there is an approved institutional articulation agreement in place.
- 3.3 Applicants are required to submit an application via the appropriate application method in order to be considered for second/third year entry, and this must include the following information in order to assess suitability:
- A recent transcript outlining all modules, courses and assignments completed or being taken as part of the current programme of study and marks received
  - A predicted grade / classification from a current tutor, preferably as part of a written academic reference
  - A list of all academic and other relevant achievements to date - in particular level 3 qualifications
  - A statement including reasons for requesting entry to Goldsmiths for that particular programme
- 3.4 Once this information has been received, Goldsmiths will endeavour to make a timely decision as to whether an offer of a place for second (or subsequent) year of entry can be made. Where courses or modules previously taken do not satisfactorily match the core components of the degree at Goldsmiths, an alternative offer such as into our first year may be made.

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## **4 Process for transferring out of Goldsmiths to another institution**

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- 4.1 Where a current Goldsmiths student would like to transfer out of Goldsmiths to a different institution, the possible implications as detailed in Section 2 will need to be considered.
- 4.2 Prior to any formal request for a transfer, the student should consult with a relevant departmental tutor. Following this, the student will be required to complete an online form available on the Goldsmiths website (<https://www.gold.ac.uk/students/processes/taking-an-absence-changing-leaving/>).
- 4.3 For each full-time year of an undergraduate degree completed 120 CATS or 60 ECTS credits are awarded. Final degree classifications may be weighted differently across the years at different institutions.

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## **5 Process for transferring within Goldsmiths to a different degree**

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- 5.1 Where a student currently studying on a degree programme at Goldsmiths would like to transfer to a different degree programme within the same academic department, the student will need to consult with the departmental senior tutor in the first instance. If the department is supportive of a move, arrangements can be made by completing an online form (<https://www.gold.ac.uk/students/processes/taking-an-absence-changing-leaving/>). Approval will be dependent on suitability of previous qualifications, modules undertaken, grades achieved, and availability of space.
- 5.2 It is unlikely that a transfer into the second (or third) year of a degree programme in a different academic department will be possible unless the student can demonstrate the relevant level of knowledge in the new subject.

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## 6 Transferring to Goldsmiths from a non-UK institution

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- 6.1 Goldsmiths has a responsibility to maintain the academic standards of a Goldsmiths degree and to assure the quality of degrees awarded. Goldsmiths abides by the QAA higher education credit framework whereby a BA Hons is structured into three distinct stages which help to develop distinct attributes and abilities of the qualification holder. Qualifications taken at another institution must be deemed equivalent in order to be considered for transferring onto a Goldsmiths degree.
- 6.2 Goldsmiths uses the Credit Accumulation and Transfer Scheme (CATS) system for the award and recognition of academic credit on its modules and programmes. Under this system, one credit is equal to a notional 10 hours of study time. This includes both contact hours and independent study. A 30-credit module therefore involves a notional 300 hours of study time. Each year of an undergraduate degree is worth 120 CATS and corresponds to Levels 4, 5, and 6 of the Framework for Higher Education Qualifications (FEHQ).
- 6.3 Goldsmiths can consider transfers from students applying via the European Credit Transfer System (ECTS). Under this system 60 ECTS corresponds to 120 CATS.
- 6.4 The typical skills acquired during a Level 4 qualification are:
- knowledge of the underlying concepts and principles associated with the area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
  - an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of the subject(s) area of study.
  - evaluate the appropriateness of different approaches to solving problems related to the area(s) of study and/or work
  - communicate the results of the study/work accurately and reliably, and with structured and coherent arguments
  - undertake further training and develop new skills within a structured and managed environment.

- 6.5 Any student wishing to transfer into the second year of a Goldsmiths degree will be required to demonstrate that they either have a sufficient number of acceptable credits via CATS or ECTS; or that they have gained the skills and knowledge given above. It is the responsibility of the applicant to provide sufficient evidence and information that their previous studies meets the requirements in terms of duration of studies and skills and knowledge gained to be considered equivalent to Level 4 or 5 of a Goldsmiths degree. This can be demonstrated by the use of transcripts, a detailed statement by the applicant, a detailed reference from a previous tutor, and official programme/module specifications. Each application will be considered on a case-by-case basis.

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## **7 Related policies and regulations**

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- 7.1 This policy has been developed in conjunction with, and should be read alongside, the following Goldsmiths policies and regulations which can all be found on our website at <https://www.gold.ac.uk/governance/>:

- Admissions Policy and Related Policies
- Recognition for Prior Learning policy
- General Regulations and Student Regulations
- Goldsmiths Qualification and Credit Framework
- Goldsmiths Assessment Policy and Procedure
- Goldsmiths Policy and Procedure for the Progression and Award on Taught Programmes