

GOLDSMITHS
University of London

Student Transfer Policy

2018/19 – 2019/2020 Admissions Cycles

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1. Introductory statement

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.

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.

2. Consideration of implications of transferring

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
- If studying in the UK on a Tier 4 visa, UKVI rules around transferring studies/institutions

3. Process for transferring to Goldsmiths

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.

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.

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 (if not already included within the application it should be sent under separate cover to Admissions via email):

- 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

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.

Where an offer for second year entry is made, it will usually be conditional on completion of the current year of study and gaining 120 CATS or 60 ECTS credits at a 2.1 average. For degree programmes which will consider second year entry, this will be dependent on how many places are available after taking into consideration the number of students already on the programme who will progress to second year. The Goldsmiths Admissions Policy details the application and admissions process in more detail.

4. Process for transferring out of Goldsmiths to another institution

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.

Prior to any formal request for a transfer, the student should consult with a relevant departmental tutor. Following this, the Student Centre will be able to give information on gaining certification for the modules completed at Goldsmiths and the formal withdrawal process.

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.

5. Process for transferring within Goldsmiths to a different degree

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 via the Student Centre. Approval will be dependent on suitability of previous qualifications, modules undertaken, grades achieved, and availability of space.

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.

6. Related policies and regulations

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
- General Regulations and Student Regulations

7. Further information

In case of any enquiries relating to this policy, please contact the Admissions Policy and Fair Access Manager via admissions@gold.ac.uk.

Contact details for all staff can be found on our website: <http://www.gold.ac.uk/staff-directory/>