



Student Transfer Plan

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1. Introduction

This Student Transfer Plan is aimed at:

- Students who are/were studying one of our degrees in 2018-19 and will continue to study their degree in 2019-20.
- Applicants who have applied to start one of our degrees in 2019-20.

1.1 Course designation and funding through the Student Loans Company (SLC)

Our degrees were designated by the Department for Education in 2018-19. This designation enabled students to access a loan through the SLC in 2018-19.

From 2019-20, owing to a change in the body which regulates higher education in England, a student is now normally only able to access a SLC loan if the student's institution is registered with the Office for Students. We will not be registered with the Office for Students in 2019-20.

However, the Office for Students has approved our degrees with a "teach out designation". This means:

- **If you are/were studying one of our degrees in 2018-19:** If you received a SLC loan in 2018-19 and you continue to study our degree you will be able to access a SLC loan through to 2021-22 provided you satisfy the SLC eligibility requirements
- **If you start one of our degrees in 2019-20 as a new student:** You will not be able to access a SLC loan; you will have to pay your own tuition fees and you will not receive any financial support towards your living costs

1.2 Information and guidance

This Student Transfer Plan provides you with information and guidance as follows:

- How the teach out designation will affect you: **Section 2**
- Your options: **Section 3**
- How we communicate with students: **Section 4**
- Where to go for further advice: **Section 5**
- What options you have to transfer to another institution: **Section 6**
- How you obtain a transcript of your results and a certificate of any award that you have achieved: **Section 7**

1.3 Annual review of the Student Transfer Plan

This Student Transfer Plan will be reviewed each year and an amended version will be published by 1 May.

2. How will teach out designation affect you?

The teach out designation applies to exclude new students from accessing a SLC loan. This is the main impact of this designation. It does not mean we cannot recruit new students. We intend to recruit new students, but the number will be much smaller than in previous years because of the absence of SLC funding.

If you were studying with us in 2018-19, you may notice that we do not have as many students. However, because most of our teaching is delivered at Birkbeck College, University of London, the campus environment in which you will be taught and study will remain full and you will continue to meet and interact with students from a broad range of institutions. Likewise, your access to the University of London's Student Central will continue to provide you with the opportunity to interact with undergraduate and postgraduate students in a social setting.

We are committed to ensuring that this designation will have no impact on your overall student experience. We will provide the same standard and range of support necessary to enable you to successfully complete your degree.

We intend to provide the full range of teaching activities, and the same academic and non-academic support that we have provided in previous years. This includes:

- 6 hours face-to-face contact for each 30-credit module (other than the internship module and the dissertation/research project)
- Access to the Course Leader for course-wide academic support, and the Module Leader or Module Tutor for module-specific academic support; you can drop in without an appointment during published office hours or email for an appointment outside of the office hours
- Access to an online library that includes eBooks and full-text journal articles
- Membership of Birkbeck College's library, with borrowing rights
- Personal Development Planning throughout Levels 4-6
- Support to find an internship to enable you to complete the optional internship module
- The Peer Assisted Learning Scheme that allows you to learn from and be supported by your fellow students
- If you have a disability, support from our Disability and Wellbeing Advisor
- Pastoral support through our Student Success Advisors
- Academic skills support through StudyPlus
- Employability support through our Centre for Student Engagement, Wellbeing and Success
- External speaker programme
- Membership of our Student Guild
- Associate Membership of the University of London's Student Central

3. What are your options?

If you are a **continuing student**, you can continue to study with us and you will be able to access a SLC loan through to 2021-22 provided you accessed a SLC loan in 2018-19 and you satisfy the SLC eligibility requirements. Alternatively, you can decide to transfer to another institution to complete your degree (see **Section 6** below).

If you have accepted an offer of a place as a **new student**, you will have the unconditional right to withdraw your acceptance of the offer. If you decide to enrol with us as a student, you will be required to make your own arrangements for payment of the tuition fees and you will not be eligible to apply for

SLC funding. You can obtain details of our tuition fee instalment plan from our Finance Department: finance@bil.ac.uk

4. How we will communicate with you

This Student Transfer Plan is the first of our communications with you, our students and prospective students.

We will continue to operate in an open and transparent manner.

We intend to keep you fully informed of any developments as we implement this Student Transfer Plan.

We will send you communications by email (sent to your @bil.ac.uk email account) and through Canvas.

4.1 Your voice

Our Student Guild will continue to elect student representatives who will be members of our institution-wide Student Staff Consultative Forum. Student representatives are also members of a number of our decision-making committees including Course Committees, the Quality Assurance and Enhancement Committee, and the Academic Committee. Student representatives also attend meetings of our governing body (the Board of Directors).

Your voice can therefore be heard through your student representatives.

You can also make your own views known through a number of questionnaires that you will complete during your studies. The results of these questionnaires are considered at your Course Committee and other committees.

When we review the Student Transfer Plan we will meet with the Student Guild and all student representatives within the Student Staff Consultative Forum to ensure we take on board the views of students.

5. Advice

If you have any questions about your course or any of the information in this Student Transfer Plan, you should speak with a Student Success Advisor at our Centre for Student Engagement, Wellbeing and Success at 99 Gower Street. No appointment is necessary. Alternatively, you can make an appointment by emailing: sews@bil.ac.uk

6. Transferring to another institution

We do not have any formal arrangements in place for you to transfer to another institution.

As we are in central London, you will find that there may be a number of transfer options available to you. If you want to be able to continue to access a SLC loan you should ensure that the institution is registered with the Office for Students. The register is available at:

<https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>

If you have any queries whatsoever about the registration status of an institution you should speak with a Student Success Advisor at our Centre for Student Engagement, Wellbeing and Success at 99 Gower Street. No appointment is necessary. Alternatively, you can make an appointment by emailing: sews@bil.ac.uk

You may also have the option to transfer to the University of Northampton to study on their Northampton campus. If you are interested in exploring this possibility, you should seek our advice because we can discuss this directly with the University of Northampton on your behalf.

It is entirely the decision of the institution to which you seek to transfer as to whether or not they accept you onto their course. We cannot influence their decision.

If you want to transfer to another institution and have your credits accepted by your new institution, you will need to apply to them for “admission with credit”. The procedures vary from institution to institution. However, the general approach is that your new institution will map the modules you have taken with us against the modules on their course to ensure they are broadly equivalent. If they are broadly equivalent, they may award you credit. If they are not broadly equivalent, credit may not be awarded and therefore you might have to take some additional modules. Dependent upon the institution you apply to, this can take a few weeks or more to process, and therefore you should make your application as early as possible.

We are very happy to act as a referee in support of any application you make to transfer to another institution. If you would like us to act as referee, this will be provided through the Academic Registrar: registry@bil.ac.uk

You will need to provide your new institution with a copy of your transcript that sets out the modules you have completed and your grades. If you have achieved an award, you will also need to provide them with a copy of your certificate. See **Section 7** below about how to request your transcript and certificate if you have not received them.

6.1 Access to scholarships, bursaries and reasonable adjustments if you transfer

If you decide to transfer to another institution, any scholarship or bursary that you currently receive from us will not be transferred. The institution that you transfer to will determine if you are eligible for any scholarship or bursary that they may have available.

If you decide to transfer to another institution, any reasonable adjustments that we have made will not be transferred. The institution that you transfer to will determine if you are eligible to reasonable adjustments. However, with your permission, we can share any assessments and other documentation that we have that could assist the institution to which you transfer to determine any reasonable adjustments.

6.2 Postgraduate progression to Birkbeck College, University of London

If you complete one of our undergraduate degrees with a minimum classification of Lower Second Class Honours, you can be considered for entry onto a Masters’ degree with Birkbeck College, University of London.

If you are interested in this option, please contact us for advice and further information.

7. Evidence of achievement

All our degrees are awarded by the University of Northampton.

You can obtain a print out of your current transcript by logging into the University of Northampton’s portal at:

<http://www3.northampton.ac.uk/results/>

You will need your University of Northampton Student Number (not Bloomsbury Institute ID) to login to the portal.

We can also provide you with a letter that sets out your results. However, this is not an official transcript.

When you have achieved an award you can claim your certificate and an official copy of your transcript online at:

7.1 Exit (or intermediate) awards

You will have enrolled on an undergraduate honours degree.

If you do not complete your degree, you may be eligible for an exit (or intermediate) award. The University of Northampton will make the award if you are eligible when you leave the degree. This is not affected by the teach out designation.

On an undergraduate degree, there are two types of exit award:

- Certificate of Higher Education
- Diploma of Higher Education

To be eligible for a Certificate of Higher Education you must achieve 120 credits at Level 4.

To be eligible for a Diploma of Higher Education you must achieve 240 credits, with at least 100 credits at Level 5 (the remainder could be at Level 4 and/or Level 6).

If you achieve a Certificate of Higher Education, you may be eligible to transfer to Year 2 (i.e. Level 5) of a degree at another institution.

If you achieve a Diploma of Higher Education, you may be eligible to transfer to Year 3 (i.e. Level 6) of a degree at another institution.

See **Section 6** above for details of transfer options.