



# BCOM Student Transfer Policy

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|-----------------------|----------------------|---------------|-------------------------|---|
| V1                    | Dec 2019             | K Rolfe       | annually                | Added MS teams and registry for withdraw form |
| V2                    | August 2021          | K Rolfe       | August 2022             |   |

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## BCOM Student Transfer Policy

### **Introduction**

Transferring is whereby a student either at BCOM or at another institution moves either from BCOM or to another institution. BCOM currently does not have other degree programmes for internal transfer or different modes of study.

The policy applies to BCOM students who wish to transfer from BCOM and to students applying to transfer to BCOM.

### **Transferring to BCOM from another Institution**

The eligibility of a student from another institution to transfer to BCOMs osteopathic degree is determined by the BCOM entry criteria, the timing of the request, and approval by the University of Plymouth.

Students wishing to transfer from another institution to BCOM should contact [admissions@bcom.ac.uk](mailto:admissions@bcom.ac.uk), who will advise the student if they meet the entry requirements. Due to the clinical nature of the course, the prospective student will need a reference from the institution they are transferring from and a valid clear, enhanced DBS. All students are interviewed before an offer being given and the internal transfer form completed if the student is from a UK osteopathic institution.

Students wishing to transfer into a year above Level 4 (year 1) will need to provide original certificates or transcripts from previous years of study. The student will need to provide the curriculum so that the curriculum and learning outcomes can be mapped to ensure the potential incoming student is not disadvantaged due to the differing curriculum. A reference from the transferring institution and a clear enhanced DBS will be required. Students will be interviewed as with all our students.

If the transfer to BCOM is denied, the applicant will be informed by Admissions and should the prospective student wish to appeal the decision; they are advised to read the BCOM Admissions Policy and the BCOM Admissions Appeal Policy.

### **Transferring from BCOM**

The student should complete a withdrawal form available on Osteonet and MS teams or from the Registry Department at BCOM. The registry department will then inform the University of Plymouth

#### **Interim Awards**

If a student wishes to transfer from BCOM to another institution following completion of a level of study with the successful completion of an award. A certificate and transcript will be provided by the validating university (University of Plymouth), following the Assessment and Awards board.

Students with no Interim Award but with completed modules

When a student wishes to transfer from BCOM but has not been awarded an interim award but has completed modules, a transcript will be provided by the University of Plymouth. The transcript will provide detail of the modules taken the credits awarded, and details of the assessments and the level of study. The transcript will be provided after the Assessment Board and Awards Board.

#### **Tier 4 Students and Programme Transfers**

Tier 4 students wishing to transfer to BCOM from another institution, or wishing to transfer from BCOM to another Higher Education Institution will be subject to current UK immigration rules.

Tier 4 students wishing to transfer to BCOM will need to undergo the CAS process through BCOM, and students are advised to contact the admissions team at [admissions@bcom.ac.uk](mailto:admissions@bcom.ac.uk).

Tier 4 students wishing to transfer from BCOM will need to complete a withdraw form available on Osteonet, MS Teams or registry. Tier 4 students wanting to transfer to another institution will have their Tier 4 sponsorship from BCOM withdrawn. Students will need to contact the new institution for details on how to apply for a new tier 4 visa.

For further advice or guidance, please contact [admissions@bcom.ac.uk](mailto:admissions@bcom.ac.uk)

