Student Transfer Policy

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Please note that as a student of the University of Plymouth and studying with the BCNO Group, your studies are subject to the policies and regulations of the University. In some cases the policies have been amended to make them specifically relevant to the BCNO Group and the requirements of the General Osteopathic Council. If you require further guidance please contact the Quality Manager. (quality@bcnogroup.ac.uk)

1.0 Introduction

Transferring is whereby a student either at BCNO or at another institution moves either from BCNO or to another institution. BCNO currently offers other degree programmes for internal transfer or different modes of study. The policy applies to BCNO students who wish to transfer from BCNO and to students applying to transfer to BCNO.

2.0 Transferring to BCNO from another Institution

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

Students wishing to transfer from another institution to BCNO should contact admissions.bcom@bcnogroup.ac.uk or admissions.eso@bcnogroup.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 BCNO 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 BCNO Admissions Policy and Procedures.

3.0 Transferring from BCNO

3.1 The student should complete a withdrawal form which available from the Registry Department at BCNO.(registry@bcnogroup.ac.uk) The Registry Department will then inform the University of Plymouth

3.2 ***Interim Awards*** : If a student wishes to transfer from BCNO 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.

3.3 **Students with no Interim Award but with completed modules:** When a student wishes to transfer from BCNO 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.

4.0 Students on student route visas and Programme Transfers

Visa holding students wishing to transfer to BCNO from another institution or wishing to transfer from BCNO to another Higher Education Institution will be subject to current UK immigration rules.

Visa holding students wishing to transfer to BCNO will need to undergo the sponsorship process through BCNO, and students are advised to contact the Admissions Team at admissions.bcom@bcnogroup.ac.uk or admissions.eso@bcnogroup.ac.uk

Visa holding students wishing to transfer from BCNO will need to complete a withdraw form available from the Registry Department. Students wanting to transfer to another institution will have their visa sponsorship from BCNO withdrawn. Students will need to contact the new institution for details on how to apply for new visa sponsorship**.**

For further advice or guidance, please contact admissions.bcom@bcnogroup.ac.uk or admissions.eso@bcnogroup.ac.uk