



The Institute of Ismaili Studies

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The Institute of Ismaili Studies

Student Transfer Policy

1 Introduction and context

- 1.1 In accordance with the requirements of the Higher Education and Research Act 2017 and the Office for Student's (OfS) Regulatory Framework all registered providers are required to publish their student transfer arrangements.¹ This policy should be read in conjunction with the Student Protection Plan.

2 Purpose and scope

- 2.1 The purpose of this policy is to facilitate the continuation and quality of study where there is a risk to continuity of study and in the event of a student needing to transfer courses. It therefore sets out the institutional arrangements for IIS students to transfer to another institution or programme on the basis of the following:
- Transfer triggered by the IIS Student Protection Plan
 - Transfer of individual students from the IIS to another provider based on personal choice.

3 Student transfer triggered by the IIS' Student Protection Plan

- 3.1 As set out in the Student Protection Plan in the event of programme suspension or closure the IIS would maintain continuity of study for its existing students through a structured 'teach out' process working in close liaison with its validating University. In the event that a 'teach out' arrangement is not feasible, as a last resort the IIS would make arrangements to enable students to transfer to the validating University or another provider. Students will be kept fully informed and receive guidance on an individual and collective basis in the event of needing to initiate transfer and any other

¹ Section 38(2) of HERA (a)-(c).
Student Transfer Policy
Version 2

aspects of the provisions set out in the Student Protection Plan. Should such transfer be activated the IIS will:

- I. Liaise with the receiving institution to effect such transfer and maintain regular communication with the students affected;
- II. Involve students at all stages of the transfer process;
- III. Issue a transcript providing a breakdown of the modules studied and the assessment outcomes;
- IV. Continue providing a scholarship awarded to the students as set out in the Terms and Conditions of the award;
- V. Cancel the CAS as the receiving institution has to issues its own CAS.

4 Transfer on the basis of individual student choice

4.1 The IIS is committed to maintaining high standards of academic and pastoral support to all its students including those who may be considering transferring to another higher education provider or to a different programme of study. Where a student is contemplating leaving or transferring, he/she is advised to contact their Programme Leader at the earliest opportunity. The Programme Leader should ensure the student is aware of the implications of their decision, that they have access to the range of information and resources available and advise them on an individual basis as appropriate. (See point 6. Financial Implications for details). Should transfer proceed the IIS will:

- I. Issue a transcript providing a breakdown of the modules studied and the assessment outcomes;
- II. Provide an academic reference where required;
- III. Cancel the scholarship in whole or in part and both the fees and living costs;
- IV. Cancel the CAS.

5 Limitations on student transfer

5.1 The IIS has a specific educational mandate and each of its programmes (STEP and GPISH) is distinctive with its own educational ethos and philosophy. These programmes also have distinctive aims and admission requirements. As a non-degree

awarding body the IIS is also subject to the regulations of its validating partners. Consequently, the following limitations would apply:

- (a) The IIS does not permit mid-stream transfer including the direct entry of students for admission partway through its programmes from external students or accept direct entrants from one of its own programmes to another IIS programme. Existing IIS students would need to re-apply to start the new programme afresh in accordance with its admissions procedure and criteria. Further information is available from Student Services.
- (b) The IIS recognises the importance of protecting continuity of study and safeguarding the student interest and particularly where these lie outside the control of individual students.

5.2 Given the above, the specialist nature of its programmes, it would not be practically feasible for a student to transfer to the IIS in response to institutional or programme closure at another institution.

6 Financial implications

6.1 All IIS students receive a full scholarship throughout their studies and the scholarship will be maintained for any student transferring to another institution in response to the need to activate the Student Protection Plan.

6.2 In accordance with the Scholarship Terms and Conditions the IIS will not maintain its scholarship commitment for students wishing to transfer from the IIS to an alternative higher education provider where they are doing so on the basis of their own personal choice. However, the IIS recognises there may be sound academic or personal reasons that may lead a student to reconsider his/her choice of study and will provide guidance and support throughout their decision-making process.

7 Document Control

Version	Role / Activity	Person(s) responsible	Date
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