



Student Transfers

Introduction

Cranfield supports student mobility, and the below information summarises the options available to you should you wish to make a change to your student registration, such as to change your programme of study, switch between full-time and part-time study, change your intended award, transfer from or to another Higher Education provider or wish to withdraw from your programme. Any request for a change of registration should be discussed with your Course Director or Supervisor, and then formally submitted in writing to them and your SAS Lead. The Academic Registrar (or a member of their staff) will only consider a request from you to change your registration where there is:

- a) a clear and unambiguous indication of the requested changes, including clear alternative dates and/or plan of future study;
- b) a rationale for the requested changes, including supporting evidence;
- c) a clear understanding between you and your Course Director or Supervisor of the financial implications for your request (i.e. the payment of additional tuition fees or a fee rebate);
- d) other than for withdrawals, clear support for the changes from your Course Director or Supervisor.

In addition, If you are on an Apprenticeship course you should discuss any proposed changes to your registration with the Apprenticeships Office, who will be able to advise of any implications a change may have on your future study.

The types of transfers summarised below are:

1. Taught Course changes

- a. Change of programme of study (to a different area of interest)
- b. Change to a higher or lower award (different level of study)
- c. Using learning credits obtained previously (Accredited Prior Learning (APL))

2. Research Student changes

- a. Transfer to a higher award
- b. Transfer to a lower award
- c. Transfer to a lower exit award

3. All students

- a. Change of mode of study (between full- and part-time study)
- b. Withdrawal

1 Taught Course Changes

a. Change of programme of study

Students are admitted only for the course they have applied for. Requests to consider transfer from one taught course to another will only usually be considered within a reasonable time period of the student's start date.

Transfers of a registered student from one course to another course require the agreement of the course directors for both the original and new courses.

The transfer of any completed/part completed modules or learning credits from a student's previous course to their new course requires the approval of the new course's Course Director, and can only be approved where:

- i. The module(s) are shared or borrowed modules used by both courses; or
- ii. It can be demonstrated that the student will have met the learning outcomes of other modules on their new course by completing the transferred modules on their old course.

The transfer from one course of study to another may require the payment of additional fees. Further details can be found in Section 3.1 of the [Senate Handbook on Changes to Registration](#).

b. Change to a lower exit award

Should you fail to achieve your intended award you may be conferred with a lower exit award provided that one is available and that you have completed the necessary requirements for that award.

This will be completed automatically by the University (there is no application required), with your student record showing a fail for their intended award, with award of the completed exit award. There is no additional fee charged for lower exit awards.

c. Using learning credits obtained previously (Accredited Prior Learning (APL))

Cranfield allows student to use learning credits that they have obtained previously towards their taught course, where those credits are relevant to their prospective course. Where the credits to be used are not associated with a current module on the prospective course the Course Director will need to confirm that the Intended Learning Outcomes (ILOs) associated with the module to be exempted have been met to allow the credits to be used as APL.

The use of prior learning credits should be agreed by the University prior to the commencement of your registration, in order that it is clear from the outset whether any previously obtained credits will be accepted towards your course.

The University currently considers four types of prior learning credits:

- a) **external learning credits**
exemption of credits obtained at another higher education institution
- b) **internal learning credits**
recognition of credits obtained on individual modules at Cranfield while the student is registered as an "associate student", or whilst previously registered on a programme which was not completed
- c) **Cranfield award**
Recognition of credits where a student has graduated from Cranfield with either a Postgraduate Certificate or Postgraduate Diploma and now wants to "cash in" those credits for a higher award associated with the same programme of study
- d) **Cranfield Credit Accumulation**
Exemption from a module that the student has successfully undertaken and passed a module previously at Cranfield as part of another completed award.

Exemption means that you will not be required to undertake the modules associated with the learning credits, that there will be no mark associated with these modules and that they will not be taken into account when calculating your final award or classification and will not appear on your final transcript.

Recognition means that you will not be required to undertake the modules associated with the learning credits, and that the marks for these modules previously undertaken will be taken into account when calculating your final award and classification, and will appear on your final transcript.

Further details can be found in section 6 of the [Senate Handbook on Admissions](#).

2 Research student transfers

Research students may, during their studies, transfer to either a higher or lower award at their own request or be offered a lower exit award as an outcome of their formal thesis examination or progress review. Research students cannot transfer their studies to a taught programme.

a. Transfer to a higher award

Research Students may, following discussions with their supervisor(s) request to transfer to a higher award (e.g. MSc by Research to PhD).

If you wish to transfer to a higher research award will need the agreement of your supervisor and the relevant Director of Research within your Faculty. It is expected that a research student transferring from a lower research award (level 7 qualification) to a higher research award (level 8 qualification) will undergo an interview for the higher award as part of the process of supervisor/Director of Research agreement. Students will be required to pay the additional fees due for the PhD, unless they have an internal/external sponsor willing to cover the additional cost.

b. Transfer to a lower award

Research students may request a transfer to a lower award, usually as a result of changes to their personal circumstances. If you wish to transfer to a lower research award will need the agreement of your current supervisor (and any new supervisor) and the relevant Director of Research within your Faculty. Transferring to a lower award may reduce your fee liability.

c. Transfer to a lower exit award

There are several possible outcomes to the examination of a research thesis, which are explained clearly in the [Research Students' Handbook](#).

Examiners may award doctoral students with a Master of Philosophy (MPhil) award if they believe the student meets the required standard of study (as outlined in Appendix A of the Research Student Handbook) but that the work presented in the thesis does not meet doctoral standards (either in terms of absolute original output or in terms of volume of work). It is only used in circumstances where the examiners do not believe remedial work on the current research and thesis can result in a PhD being obtained.

Examiners may request that the candidate makes minor corrections to the existing thesis before awarding the Master of Philosophy degree.

A research student's review panel can recommend exiting with a lower award as an outcome of a progress review (most commonly an 'Additional Review'). In such cases the panel will make the recommendation on the review form to then be considered by the Supervisor and relevant Director of Research.

3 All students

a. Change of mode of study

Should you find that you are unable to commit full-time to your programme of study, or that you have more time for your study than you previously had, you may be able to change your mode of study. You can apply to transfer from one mode of study to the other, providing that;

- i. The alternative mode of study for your course has been approved as a unique course by the University's Education or Research Committee; **and**
- ii. The transfer has the approval of the Course Director or research Supervisor (for both modes of study where these are different).

Any student changing their mode of study will have their registration period adjusted accordingly, on a pro-rata basis, depending on the part-time registration period for that course.

Further details can be found in Section 4 of the [Senate Handbook on Changes to Registration](#).

b. Voluntary withdrawal

The University recognises that sometimes life can change to such a degree that it is necessary to consider giving up your study plans. There may be a number of potential causes, including:

- Illness, either physical or mental (of yourself, or of close family and friends);
- Financial concerns, such that you can't afford to maintain your living expenses while studying;
- Personal relationships intruding upon your ability to study;
- Other personal circumstances (e.g. a change to your living arrangements).

Wherever possible, the University will act to support you continuing with your study, and there are a number of support mechanisms available to all students, including the Counselling Service, Learning Support Officers, Student Wellbeing and Disability Support and the Cranfield Students' Association.

If you find yourself in a position where you believe your study is being affected, you should discuss this as soon as possible with your Course Director or Supervisor (and, for apprentices, your employer and the Apprenticeships Office) prior to submitting any request to withdraw from your studies. They will outline to you the various possibilities that might be open to you to accommodate your personal circumstances, including those set out in this document.

Although these options will be discussed with you, there are occasions where the circumstances are such that it is more appropriate to withdraw from the University on a permanent basis.

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