

## Transferring out of SPTI – Transferring to Another Institution

### **1. Introduction and Principles**

This document sets out policy for Transferring out of Sherwood Psychotherapy Institute (SPTI) and into another higher education institution. This covers all undergraduate and postgraduate programmes leading to awards currently validated by Staffordshire University.

If you're considering transferring to another educational institution (university or private), we urge you to contact your Facilitator or Programme Leader as soon as possible - there may be areas you're struggling with which can be addressed before considering leaving SPTI. You may not always be able to transfer into the 'next year' of a programme so before you decide to withdraw, you need to check the following areas.

#### **Transfer of academic credits and clinical evidence**

- The exit points for the programme you are currently studying.

Each academic module you study has an associated credit value and the amount of credits you complete will determine the exit award you receive. However, you may not be able to transfer all of your credits. For example, if you're studying on the MSc award and have completed 80 credits, you will only be awarded a Postgraduate Certificate for 60 credits as this is one of the approved exit awards for that programme (see Programme Handbook for further information). The institution you are transferring to may also have requirements on how many credits can be transferred over to them.

- The clinical requirements of the course you are currently studying and transferring to

Completion of the clinical elements of your course will also impact upon the exit award you receive. For example, if you have completed 60 credits on an MSc award, but not completed all of the clinical requirements, you may not receive an award as that level has not been completed. You will have to tell the institution you want to go to about your course so that they can advise you on what level or year you would be placed at and the amount of credits and clinical evidence you can transfer.

- Accreditation of Prior Learning

If you're hoping to join a course in the second or third year, you will need to provide evidence of the modules you have studied in order for the institution to assess whether you have the required knowledge, skills and understanding for a direct transfer into an existing cohort.

#### **Finance**

- The balance owing for the course

Contact the Finance Department as soon as possible to confirm if there are any outstanding fees; all tuition fees due for the academic year are detailed in the Student Learning Agreement. Students who have opted to pay their fees via a Student Loan will need to liaise with the finance departments at both institutions to ensure loans can be transferred over. We will also confirm to you any outstanding balance on your account. Please note, certificates and transcripts cannot be issued where there are outstanding fees.

#### **Reference**

- Academic and clinical reference

Many institutions require a transcript or reference from the institution you are transferring from. These can be requested via the course administrator who will liaise with Facilitators and Programme Leaders on your behalf.

Finally, if you are considering transferring to another institution, please allow plenty of time to gather information and evidence, to research the course and liaise with the institution you're considering moving to and to ensure you're making the best decision for you.