

Mode of study transfer: 3-year to 2-year accelerated degree

Procedure and Criteria

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1. Purpose and Scope

Students are entitled to request a transfer from the 3-year standard degree programme to the 2-year accelerated pathway.

This document lays out the required procedure and criteria for a transfer request to be approved and provides guidance on the timeline and arrangements of the transfer.

2. Criteria

In order for a student to transfer mode of study to the 2-year accelerated degree, the following criteria should normally be met:

- The student is a domestic (home) student.
- The student has at least 80% attendance in all classes to date;
- The student has financial eligibility to study on the accelerated pathway if they are SLC funded;
- The student has discussed the transfer with their Course Leader;
- Module delivery allows the allocation of additional modules within the academic year;
- The student has a maximum of one module failure.

3. Process and transfer arrangements

If the request meets the above criteria, the transfer may be approved. The timeline of the transfer will be dependent on when the request is made:

- Student requests a transfer during year 1, term 1 (October – January)

The request can be approved. Additional modules will be allocated for term 3 (June). The student's programme in term 1 and term 2 will remain unchanged.
- Student requests a transfer during year 1, term 2 (February – May)

The request must be made at least two weeks prior to the start of term 3 (June) to allow the transfer to be processed and additional modules to be allocated.
- Student requests a transfer during year 1, term 3 (June – September)

The student has already missed attendance for term 3. Transfer to the accelerated pathway may be considered from year 2 (commencing October), but will be dependent on the delivery and availability of modules at levels 5 and 6.
- Student requests a transfer during year 2, term 1 (October – January)

Transfer to the accelerated pathway may be considered, but will be dependent on the delivery and availability of modules at levels 5 and 6.
- Student requests a transfer during year 2, term 2 (February – May)

The request must be made at least two weeks prior to the start of term 3 (June) to allow the transfer to be processed and additional modules to be allocated.

Approval will be dependent on the delivery and availability of modules at levels 5 and 6.

- Student requests a transfer during year 2, term 3 (June – September)

The student has already missed term 3 attendance in year 1 and 2, and must therefore remain on the 3-year programme, returning in October to begin level 6.

4. How to request a transfer

Wrexham University students complete the [Change of Programme Form](#) located on the [Student Forms](#) page, and upload it to the Student Self-service Portal (SSP) or email to academic.admin@bil.ac.uk.

Birkbeck University students complete the [Student Status Amendment Form](#) located on the [Student Forms](#) page.

Students must consult with the Course Leader before requesting transfer to the accelerated degree.

5. Relevant policies and procedures

- [Academic Regulations 2025-26 \(Birkbeck Degrees\)](#)
- [Academic Regulations \(Wrexham University\)](#)
- [Assessment Procedures – Birkbeck University of London Degrees](#)
- [Assessment Procedures – Wrexham University Validated Degrees](#)
- [Engagement Policy Wrexham University and University of Northampton Validated Degrees](#)
- [Student Engagement and Attendance Policy \(Birkbeck University\)](#)
- [Student Transfers](#)