

HE Student Transfer Plan

Date of issue	June 2024
Approved by	HESB
Policy Owner	Director of HE & Academic Standards
Policy Author	Director of HE & Academic Standards
Scheduled review	Annually
Available on	Internet

1.Purpose

The policy outlines the college process and procedure for student transfers within higher education.

2.Scope

The Higher Education Student Transfer Policy applies to higher education students on directly-funded, prescribed HE programmes (Higher Nationals) by Pearson (Edexcel) and to college staff involved in the transfer process.

Student transfers to and from BTEC Higher Nationals, Pearson (Edexcel) will be subject to guidance and academic regulations as outlined by relevant college policies.

3.Principles

A 'student transfer' is where:

- a) A student transfers from a higher education course provided by a UK higher education provider to a different course provided by the same or a different UK higher education provider.
- b) the college (receiving provider) recognises, or takes account of the study undertaken, or a level of achievement attained, by the student i) on course x, or ii) on another higher education course provided by the transferring provider
- c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.

Therefore, HE student transfer includes a current student either at the college or another institution:

- transferring to the college from another institution
- transferring from the college to another institution
- transferring between college programmes
- transferring to a different mode of study, e.g. from full-time to part-time.

The college will consider all applications on a case-by-case basis after a programme has commenced where space and the curriculum allow. Responsibility for making decisions on such requests are made by the Heads of School from the relevant departments.

However, in-year transfers to or between college programmes will not normally be permitted after 4 weeks from the programme start date

Exemptions: If an applicant's prior attainment exempts them from a module or modules, a delayed start to a programme may be possible if the timetable permits it. This decision will be determined by the Head of School of the relevant department in reference to the college **Recognised Prior Learning (RPL) policy**, Awarding Organisation and college academic regulations if applicable.

4.Process for transferring a student to a college programme

Students from another institution wishing to transfer to a college Higher Education programme should apply via approved routes. Applications through UCAS is the preferred route for admission to most college HE programmes. However, these are subject to UCAS submission deadlines that may mean that the service is not available for late applications or for external students who are not currently enrolled elsewhere and who wish to transfer in. Where a UCAS application is not feasible, a direct application should be made instead via Student Admissions

All applicants may be asked to attend an interview in line with HE Admissions Policy. Applicants will be notified of the outcome of their application either through their UCAS account (if within UCAS timelines) or by Registry letter if it is a direct application. Students transferring to college whose admission is based on prior attainment will be required to provide the original certificate (or diploma supplement) or evidence of sufficient work experience at both interview and at enrolment. All applications will be subject to the relevant academic regulations regarding compatibility, exemptions and equivalency to ensure that the conditions of entry have been met

5.Process for registered College Students Transferring out of the College to another Institution

To transfer out of a College programme, a student must first formally withdraw from the college by giving notice in writing. Once the student's withdrawal has been confirmed, confirmation of the academic achievement on the programme will be provided as follows:

Students with an Interim Award

If a student wishes to transfer from College to another institution following completion of a level of study that provides for an award - e.g. a CertHE at FHEQ Level 4, 120 credits, they will receive the following:

Pearson (Edexcel) validated Higher Nationals

A Certificate is claimed directly on behalf of the student by the college from the awarding organisation. This is issued by Pearson (Edexcel) and will have the details of the qualification. This will be sent to the college by Pearson within 2 months of the date the qualification is awarded (usually the final Assessment Board date).

These will be forwarded by post to the student's permanent home address that is registered with the college.

Pearson (Edexcel) validated Higher Nationals

A Notification of Performance will be issued as evidence of achievement (for an interim claim) and is claimed directly from the awarding organisation on behalf of the student. This will be sent to the college by Pearson (Edexcel) within 3 months of the date the qualification is awarded (usually the final Assessment Board date). These will be forwarded by post to the student's permanent home address that is registered with the college.

6.Course Change

A student may transfer from one HE programme of study to another within the college on condition that a satisfactory level of academic performance has been achieved, the conditions of entry have been met, including module prerequisites, and approval of the Head of School has been obtained for the new programme of study. In addition, the course change is in a related academic discipline to support credit transfer.

A student must make a formal request to transfer between programmes in writing. Please consult your Head of School for support with the process as the academic department is responsible for completing the internal transfer request documentation to MIS and with the college, if applicable.

The curriculum department for the programme that you wish to transfer will then consider your course change request. The HE departments will confirm or reject course change requests in writing. Where a course change request is accepted by the department, MIS and Exams will be notified to create a new student record.

This policy should be read and considered in conjunction with the following:

- **Equality, Diversity, and Inclusion Policy**
- **HE Admissions**
- **HE Student Protection Plan**
- **Recognized Prior Learning Policy**

Document Change Record

Version	Description of Change	Changes Made By	Date	SLT App Date
V.1.0	•			