

HIGHER EDUCATION STUDENT TRANSFER POLICY

PURPOSE OF THE POLICY

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers.

1. OVERVIEW

1.1. This document sets out our institutional arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring into Yeovil College University Centre. This document applies to learners studying validated higher education programmes at Yeovil College University Centre.

1.2. Student transfer for the purposes of this document, includes:

- a) Transfer triggered by the University Centre's Student Protection Plan;
- b) Transfer to another provider from Yeovil College University Centre;
- c) Transfer into Yeovil College University Centre from another provider;
- d) Transfer between courses at Yeovil College University Centre.

1.3. In the event of a) and b), above, we will firstly aim to teach out all current students on their original course. Where this is not possible, we will facilitate an appropriate transfer.

1.4. In the event of c), above, we will facilitate transfer of students from other providers to Yeovil College University Centre where we may be able to offer a suitable alternative course in order for students to complete their studies. Please see information regarding transfer in.

1.5. In the event of d), above, we will facilitate a transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.

1.6. This plan is available to all current and potential students and is reviewed annually.

2. PROCEDURES

2.1. Transfer triggered by the University Centre's Student Protection Plan

The Head of Higher Education and Adult Learning (or their nominee) will establish a Student Protection Implementation Team and will oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the reasons for the Implementation Plan, the responsible manager for the plan, details of the advice team, the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved. In exceptional cases, the Office for Students may use their powers to issue a Student Protection Direction. In such a case, the Student Protection Direction would take precedence over this guidance.

2.2. Transfer to another provider from Yeovil College University Centre

As a consequence of events outlined in our Student Protection Plan, or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to

complete their studies. This may include but is not limited to: a) Course or discipline closure b) Institutional closure c) Loss of designation d) Loss of accreditation e) Student-led withdrawal. Should transfer to another provider be necessary we will support arrangements to confirm any completed credit, level attained, or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript. Transfer out of Yeovil College University Centre will be facilitated by Admissions in accordance with relevant Student Protection Implementation Plan(s).

2.3. Transfer into Yeovil College University Centre from another provider

As a consequence of events at other higher education providers triggering a transfer, or a student electing to transfer to the Yeovil College University Centre, we will consider: a) Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our University's admissions processes for taught awards. This will be in line with both the **Admissions Policy** and **Assessment and APL-RPL Procedure**, as appropriate.

2.4. Transfer between courses at Yeovil College University Centre

Admission of students onto an alternative taught course will be considered taking in consideration completed credit, level attained, or other study undertaken, as appropriate. This will be facilitated through our processes for Admission and Recognition of Prior Learning.

3. TRANSFER REGULATIONS FOR CIRCUMSTANCES B, C AND D

3.1. Occasionally, a student may seek to change their programme or place of study for a variety of reasons. It may be the student has decided that they no longer have an academic interest in the subject for which they initially registered, they just wish to pursue another subject, their circumstances have changed affecting their ability to remain at their current provider due to its locality or they may be unhappy with their current provision. In any of these cases the following rules apply:

3.2. Students, in principle, can transfer between programmes, subject to approval, but there is no automatic right of transfer between programmes. Transfer is subject to sufficient space being available and the applicant meeting the academic criteria and requirements for the new programme.

3.3. Providing the conditions for entry are met, permission to register for a new programme will not normally be granted outside of the following time periods, as it becomes increasingly difficult to catch up on the content of a new programme, especially where practical work is concerned:

- Within the first TWO weeks of the first teaching block (students who still wish to transfer programme following the second week of the start of the first teaching block may be required to suspend studies for the remainder of the current academic year and commence the new programme at the start of the next academic year).
- At the end of the first year of study, where the student has met the criteria for progression to the second year.

3.4. Students can, however, transfer outside of these time periods where the Head of Higher Education and Adult Learning and relevant Programme Leads agree that the structures of the two programmes in question are sufficiently similar, so that the student would not be academically disadvantaged by the transfer.

4. TRANSFER REGULATIONS FOR CIRCUMSTANCES A, B, C AND D

4.1. Note: International students with a Student Visa should seek advice on the impact any transfer may have upon their visa and discuss this with the HE Office prior to requesting a transfer.

4.2. If agreed, the receiving programme will indicate to the student the point in the programme they will begin their studies following transfer and specify whether any credit and marks obtained from units undertaken in the previous programme, which are common to the new programme, will be accepted.

4.3. The arrangements for a transfer of programme or unit(s) on the return of a student from a suspension of studies must be set out and agreed by the relevant parties at the point of suspension.

5. STUDENT TRANSFER DOCUMENTATION

5.1. Any student who wishes to apply for a transfer must submit a request in writing to the Head of Higher Education and Adult Learning, cc'ing the HE Administration team (universitycentre@yeovil.ac.uk), via email.

5.2. Students should make clear in their email the circumstances of their transfer request, and their desired outcome.

6. REFUND, COMPENSATION AND SUPPORT

6.1. Refunds for all/part tuition fees where students are unable to transfer completed credit in instances of College-instigated transfer would be provided for in accordance with the University Centre's Fees Policy and Refund and Compensation Policy.

6.2. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the University Centre's Fees Policy and Refund and Compensation Policy.

6.3. In the event of a transfer in or out of the University Centre, advice and support will be available to students individually or collectively.

6.4. Independent advice and support is available from the HE Student Support Officer for students transferring in or out the Yeovil College University Centre.

6.5. In the event of transfer between courses at the Yeovil College University Centre, advice and support will be available to you individually or collectively. In the first instance, advice will be available from your current Programme Leader and the Head of Higher Education and Adult Learning. Independent advice and support is available from the HE Student Support Officer.

RELATED POLICIES AND PROCEDURES

Student Complaints Policy

Student Contract

HE Fees Policy

Student Protection Plan

HE Terms and Conditions

HE Student Charter

Admissions Policy

Assessment and APL-RPL Procedure

OfS Regulatory Framework

Policy Review				
Author/Owner	Position	Approved by Corporation	Approval date	Review date
Sian Deasy	HE Manager	Signed: Peter Thomas 	07.07.22	Start of New Academic Year

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Sian Deasy	Small amends, including addition of 'related policies' section	15.05.21			
Sian Deasy	Addition of numbering. Small amends.	June 2022		V1	
Initial Equality Impact Screening					
Have you consulted on this policy & procedure? No Details:					
What evidence has been used for this assessment? Reference to other HE policies and procedures, including Student Protection Plan. Consultation with colleagues working in other HE College environments.					
Could a particular group be affected differently in either a negative or positive way? Indicate Y where applicable					
Group Age Disability Gender (incl. Transgender) Race (incl. Gypsy & Traveller) Religion or belief Sex Sexual orientation Marriage & civil partnership Pregnancy & maternity Other groups (see guidance)	Negative impact	Positive impact		Evidence	
Please give details:					
If any negative impacts are identified, are there any related polices, services, strategies, procedures or functions that need to be assessed alongside this screening? If yes, please detail below:					
Should the policy & procedure proceed to a full Equality Impact Assessment? No If no, please give reasons: No negative impacts identified					
<p>Declaration We are satisfied that an initial screening has been carried out on this policy & procedure and a full Equality Impact Assessment is not required.</p> <p>We understand that the Equality Impact Assessment is required by the College and that we take responsibility for the completion and quality of this assessment</p> <p>Completed by Author: Sian Deasy Position: Higher Education Manager Date: 10/01/20</p> <p>Reviewed by Safeguarding, Equality & Diversity Group: Date:</p>					
Comments from Safeguarding, Equality & Diversity Group Review:					