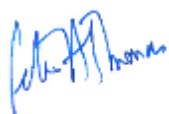


HIGHER EDUCATION STUDENT TRANSFER POLICY

| Policy Review | | | | | |
|---------------|--|---|---------------|-----------------------------|-----------------------------|
| Author/Owner | Position | Approved by: | Approval Date | Review Cycle Review Date | Published on Website Y/N |
| Sian Pering | Head of Higher Education and Adult Learning |  Peter Thomas, Chair, YC Corporation | 10/7/2025 | Annually July | Y |

| 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 | |
| Sian Deasy | Left justification and 1.5 line spacing in line with accessibility good practice. Very small amendments to wording to clarify scope does not extend to franchised programmes, and reiterate in 3.3 that automatic right of transfer does not exist. | 16.03.23 | | v1.1 | |
| Sian Deasy | Minor clerical and formatting changes to improve clarity. | 23.05.24 | | | |
| Sian Pering | Clarified position on Apprentices. Split sections 2 & 3 into separate 'scope' and 'overview' headings for clarity. Updated 'we' to 'the College' | 09.05.25 | | V1.2 | |

Initial Equality Impact Screening

Has anyone else been consulted on this policy and/or procedure?

Various HE teaching staff

What evidence has been used for this impact screening (e.g. related policies, publications)?

Reviewed in line with accessibility good practice and reviewed for removal of any gendered pronouns.

Declaration (please tick one statement and indicate any negative impacts)

☒

I am satisfied that an initial screening has been carried out on this Policy and/or Procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.

☐

I recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:

- ☐ Age
- ☐ Disability
- ☐ Gender Reassignment
- ☐ Race
- ☐ Religion or belief
- ☐ Sex
- ☐ Sexual orientation
- ☐ Marriage & civil partnership
- ☐ Pregnancy & maternity

| | | | | | |
|----------------------|------------|------------------|--|--------------|----------|
| Completed by: | Sian Deasy | Position: | Head of Higher Education and Adult Learning | Date: | 16.06.23 |
|----------------------|------------|------------------|--|--------------|----------|

| | | | |
|---|--|---------------|-------|
| Reviewed by Equality & Diversity Group: I confirm that any recommended amendments have been made | | If Yes: Date: | |
| Summary of Comments including Recommendations from Equality & Diversity Group Review: | | | |
| Amended by Author: | | Position: | Date: |

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1. PURPOSE OF THE POLICY

- 1.1. 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. 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.

2. SCOPE

- 2.1. 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 professional or validated higher education programmes at Yeovil College University Centre, however, does not cover those studying 'franchised' or 'flying faculty' programmes (such as BSc (Hons) Social Work, or the BA (Hons) Business Management and Strategy top-up), which are covered by the regulations of their awarding universities.
- 2.2. Students who are studying a Yeovil College University Centre programme as part of an Apprenticeship can use this Policy for the purposes of the academic qualification element(s) of their studies, however, regulations governing the transfer of Apprenticeship between employers or providers are separate, and outside of the scope of this Policy. For support with processes surrounding Apprentices, please contact Apprenticeships@yeovil.ac.uk.

3. OVERVIEW

- 3.1. 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.
- 3.2. In the event of a) and b), above, the College will firstly aim to teach out all current students on their original course. Where this is not possible, the College will facilitate an appropriate transfer.

- 3.3. In the event of c), above, the College will facilitate transfer of students from other providers to Yeovil College University Centre where the College may be able to offer a suitable alternative course in order for students to complete their studies. Please see information regarding transfer in.
- 3.4. In the event of d), above, the College will facilitate a transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.
- 3.5. This plan is available to all current and potential students and is reviewed annually.

4. PROCEDURES

4.1. 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.

4.2. 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, the College 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 the College 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. Where appropriate, transfer out of Yeovil College University Centre will be facilitated in accordance with relevant Student Protection Implementation Plan(s).

4.3. 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, the College will consider admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated in line with both the **Admissions Policy** and **Assessment and APL-RPL Procedure**, as appropriate. Students should be aware that just because a course at Yeovil College University Centre has a similar title to a course the student may have

previously studied, this does not automatically mean that modules will be compatible or that accreditation of prior learning will necessarily be possible, or permitted by the Awarding Organisation.

4.4. 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 the College's processes for Admissions and Recognition of Prior Learning.

5. TRANSFER REGULATIONS FOR CIRCUMSTANCES B, C AND D

5.1. 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:

- 5.1.1. 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.
- 5.1.2. 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:
- 5.1.3. 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).
- 5.1.4. At the end of the first year of study, where the student has met the criteria for progression to the second year.
- 5.1.5. 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.

6 TRANSFER REGULATIONS FOR CIRCUMSTANCES A, B, C AND D

6.1 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.

- 6.2 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.
- 6.3 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.

7 STUDENT TRANSFER DOCUMENTATION

- 7.1 Any student who wishes to apply for a transfer must submit a request in writing to Yeovil College University Centre Administration team (universitycentre@yeovil.ac.uk), via email.
- 7.2 Students should make clear in their email the circumstances of their transfer request, and their desired outcome.

8 REFUND, COMPENSATION AND SUPPORT

- 8.1 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.
- 8.2 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.
- 8.3 In the event of a transfer in or out of the University Centre, advice and support will be available to students individually or collectively.
- 8.4 Independent advice and support is available from the HE Student Support Officer for students transferring in or out the Yeovil College University Centre.
- 8.5 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.

9 RELATED POLICIES AND PROCEDURES

Customer Feedback Policy and Procedure (including complaints)
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
HE Withdrawal and Temporary Suspension of Studies Policy