Higher Education Student Transfer Policy

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1. Introduction

1.1 This policy sets out the College's approach to transfers to, from and between higher education (HE) courses delivered at Southport College University Centre.

1.2 The policy applies the relevant key principles to all elements of student transfer as set out in the Higher Education and Research Act 2017 (HERA) section 38 (2) and (3). It is published in accordance with the Office for Students Regulatory framework Condition F2.

2. Aims of this Policy

2.1 To outline the College's Policy on student transfers to and from higher education programmes delivered at the Southport College University Centre (SCUC).

2.2 To provide a fair and inclusive approach in the support of HE student transfers.

2.3 To ensure that assessment and classification processes for student transfers are reliable, fair and transparent.

3. Scope of policy

3.1 **Transferring** is the process where by a current student at SCUC or at another institution, moves from one degree programme to another. This includes students transferring to SCUC from another institution and those transferring from or between SCUC programmes.

3.2 This policy applies to higher education students considering transferring to SCUC; current SCUC students; and to staff involved in guidance, admissions and/or delivery for SCUC programmes.

4. Process for students transferring to SCUC from another institution

4.1 The eligibility of a student from another institution to transfer to a SCUC programme is determined by the relevant programmes' entry criteria.

4.2 A student from another institution wishing to transfer to a SCUC undergraduate programme should contact Student Guidance at guidance@southport.ac.uk who will, following a preliminary check, advise if they should apply. If advised to apply the candidate will be directed to complete

their application via UCAS and this should include a reference from a current tutor, a personal statement setting out reasons for the change and all qualifications and modules completed to date.

4.3 Once the UCAS application is received it will be considered by the Admissions Team in consultation with the Admissions Tutor for the relevant subject. Alongside the UCAS application the Admissions Team will request a current academic transcript and consider all previous academic qualifications. Following approval of a request, the decision is communicated via UCAS. Successful applicants for second-year entry will normally require 120 credits from their first year.

4.4 If an application to transfer is rejected, the Admissions Team will consider whether the student is eligible for an alternative entry point. All decisions are communicated by the Admissions Team and should the applicant wish to appeal the decision, they are advised to consult the College's Higher Education Admissions policy.

4.5 In some cases students will be seeking Accreditation of Prior Learning or Prior Experiential Learning as set out in the Recognition of Prior Learning Policy.

5. Transfers for registered SCUC students transferring to alternative SCUC provision

5.1 Current SCUC students who are considering transferring course are required to meet with their Curriculum Leader in the first instance to discuss their needs. Impartial guidance may then be offered as set out in Section 6 below.

5.2 For first year students, transfers between SCUC courses within the current academic year will not normally be sanctioned after the end of the fourth week of the academic year. For students progressing to year two (or later) of their studies, transfers should normally take place before the next academic year commences (and by exception, no later than the end of the first week of the academic year).

5.3 The Curriculum Leader will advise the student on the transfer process, including (where appropriate) making an introduction to the Curriculum Leader of the course that the student wishes to transfer to. Transfers between SCUC courses will depend upon students meeting the entry requirements of the course, academic performance to date (if applicable) and the availability of places. The Curriculum Leader for the course that the student wishes to transfer into will be responsible for confirming if the transfer may take place and the timely submission of a completed transfer form to the Management Information Systems Team.

6. Guidance for students considering leaving their programme

6.1 There may be occasions where a student wishes to take time out from their studies, change their programme of study or leave the SCUC for personal, financial, time-limited health or other reasons (such as transfer to an alternative provider), but have not been prompted to do so by the College.

6.2 Students who indicate that they are considering transferring to a different programme, suspending their studies or withdrawing from the College should be directed to discuss the implications with a Guidance Officer or the Higher Education Quality and Support Officer before they make a final decision. They will advise on actions to take and may refer to specialist support as required.

6.3 Where a student is in receipt of disability support they should make the Higher Education Quality & Support Officer (situated in the Study Zone) aware of this so that they can review any resource implications.

6.4 All students need to fully understand the financial implications regarding leaving their Programme as outlined in the Higher Education Tuition Fee Policy.

7. Related policies and procedures

- Higher Education Assessment Policy
- Higher Education Admissions Policy
- Academic Appeals Procedure
- Higher Education Tuition Fee Policy
- Higher National programmes delivered at Southport College Academic Regulations
- Higher Education partners' academic regulations:
- Academic Regulations
  - **UCLan**
  - **University of Cumbria**
- Recognition of Prior Learning Policy

8. Regulatory references

8.1 Ofqual and SQA require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. This policy addresses the regulatory criteria and conditions as set out in the **Ofqual Handbook: General Conditions of Recognition 2017.**

8.2 In respect of Higher Education programmes this policy addresses the following aspects of the **UK Quality Code for Higher Education:**

- Expectation for Standards: The academic standards of courses meet the requirements of the relevant national qualifications framework
- Advice and Guidance for Assessment
  - Core practice four: assessment and classification processes are reliable, fair and transparent
  - Guiding Principles 2 and 3 pertaining to 'recognition of prior learning',

8.3 Office for Students Regulatory Framework Condition F2.