

Higher Education Student Transfer Process

1. Introduction

This procedure aims to clearly identify the arrangements that enable a student to transfer to or from a course within New College Durham (NCD) in a way that enables the continuation and quality of study for all students whenever the transfer occurs.

The procedure has been aligned to the requirements of the Office for Students (OfS) and the Higher Education Research Act 2017 which requires that all Higher Education providers publish their student transfer arrangements.

A student transfer is defined within Section 38 of the Higher Education and Research Act.

The procedure has been developed for all College staff and students on the principles governing student transfer and ensures compliance with the key Academic Regulations for the Award of Foundation Degrees including;

- a. Section C – Regulations Governing Assessment and Progression;
- b. Section E – Regulatory Principles Governing Recruitment and Admissions to Programmes.

It also ensures compliance with;

- a. Admissions Policy (HE) ;
- b. Assessment Policy (HE)
- c. Recognition of Prior Learning (RPL) Policy
- d. Refund and Compensation for HE Policy

2. Aim

Where possible the College aims to ensure that students continue on their original course of study but where this is not possible the College will facilitate and support an appropriate transfer.

There are four types of transfer identified as part of this procedure:

- 1 Transfer **to another provider from the College** initiated by a student.
- 2 Transfer **to the College from another provider** initiated by a student.
- 3 Transfer **between courses or modes of study at the College** initiated by a student.
- 4 Transfer **as a result of the initiation of the College's Student Protection Plan.**

1 Transfer **to another provider from the College** initiated by a student.

If a student requests a transfer to another provider;

- i. The student should arrange to meet with their Course Leader to discuss the transfer request.
- ii. If the transfer request is agreed the College will provide confirmation of any completed modules, credits, or the level of study attained to facilitate the student to transfer to another provider. This will normally be provided through a student transcript or letter of credit (following an Assessment Board). Eligibility for an intermediate award would be determined in accordance with the relevant Awarding Body Assessment Regulations.
- iii. The student should contact the Finance Department to calculate any payments due, or to be refunded, should they withdraw from the College to transfer to another provider.
- iv. If the student completes a transfer, the Course Leader will withdraw the student in line with the current College process and report to the next Assessment Board.

2 Transfer **to the College from another provider** initiated by a student.

If a student requests a transfer to the College from another provider, the College will;

- i. Consider the admission of a student taking into account completed credit, level of study and any other previous study, as appropriate. All students will be required to follow normal College admission procedures, including an interview with a member of the programme team. The process will be facilitated through the College's Admissions Policy and, where appropriate, the RPL Policy.
- ii. Advise the student they must contact the College Finance Department to request that a 'Change of Circumstance' form is completed and submitted to the Student Loans Company. In order to ensure that their Student Support and Tuition fees are confirmed and paid to the correct provider.

NB: Transfer requests will normally only be considered within an appropriate length of time following the commencement of the course.

The School has the right to decline a transfer request

3 Transfer **between courses or modes of study at the College** initiated by a student.

If a student requests a transfer between courses or modes of study (i.e. full time and part time or apprenticeship to an alternative course);

- i. The student should arrange to meet the Course Leader of their current course and discuss the reasons for the transfer request and where appropriate provide RPL evidence for consideration. Apprentices should also arrange to discuss their request with the Apprenticeship Team and their Employer in addition to the Course Leader.
- ii. The Course Leader should direct the student to the Finance department to determine any financial implications.
- iii. If the current Course Leader considers the student could transfer a meeting will be arranged with the new Course Leader. The request must be made at an appropriate time to enable a transfer.
- iv. The new Course Leader will consider the admission of a student taking into account the completed credits, level of study and any other previous study, following normal the College Admissions procedure as appropriate.
- v. If there is agreement that the student can transfer the current Course Leader should complete a Student Transfer Request (NCD eBis)

NB Students do not have an automatic right to transfer.

4 Transfer **as a result of the initiation of the College's Student Protection Plan.**

- i. In the event that plans are initiated to close any courses, the College is committed to teaching-out any students currently studying on that course or modules.
- ii. In the event that the continuation of study cannot be sustained, the College will support the student in transferring to an alternative provider and/or will refund the student in accordance with the Refund and Compensation for Higher Education Policy.

- iii. In addition, where appropriate, the College's Assessment Regulations make provision for the awarding of credit or an intermediate award ensuring that a student would be able to carry the credit/award to an alternative provider.

3. Tier 4 Students

Tier 4 sponsored students are not normally permitted by UK Visa and Immigration (UKVI) to change from the course they are currently studying, and for which their CAS was assigned, to an alternative course without first completing their current course. All transfer requests for Tier 4 sponsored students must be discussed with the International Office first who may need to seek further clarification from the UKVI. The College reserves the right to refuse the request where it does not meet the requirements of the Tier 4 Sponsor Guidance. The ability to change course is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave.

4. Student Support

In the event of a student requesting a transfer, advice and support will be available from the Course Leader, Personal Tutor and the Advice, Support and Careers (ASC) team. In the event that the College's Student Protection Plan has been implemented advice and support will be available from the Course Leader, Curriculum Manager, Head of School and ASC.

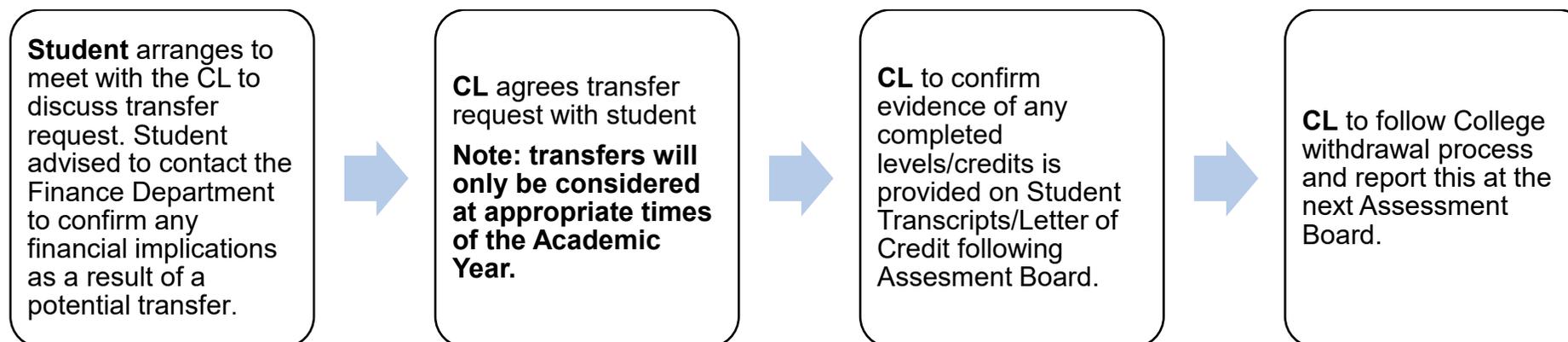
5. Financial Implications

A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from the Finance Department or a member of the Advice, Support, Careers (ASC) team, in order to make an informed choice, which may also have implications for the employer.

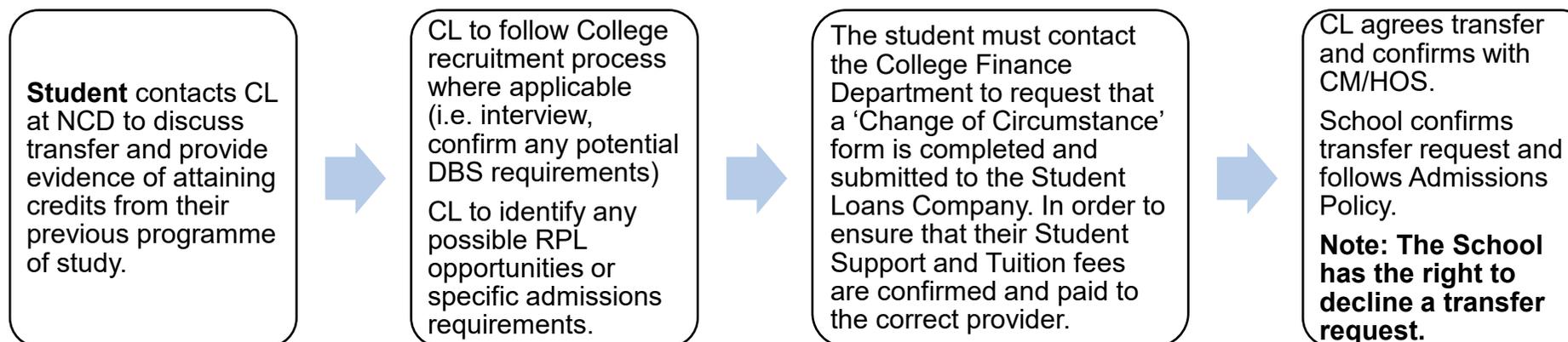


Appendices

Appendix 1. Flowchart for students transferring to another provider from the College.

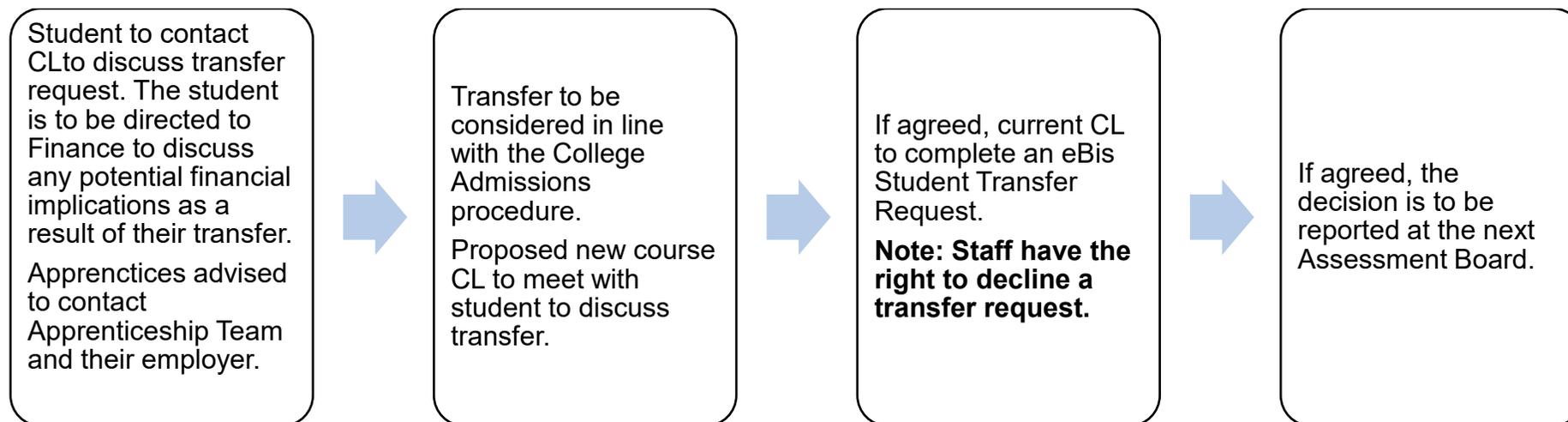


Appendix 2. Flowchart for students transferring from another provider to the College.





Appendix 3. Flowchart for students transferring from programme to programme or mode of study (full time to part time or apprenticeship to an alternative course)



Appendix 4. Flowchart following the initiation of the College's Student Protection Plan.

