



Student Transfer Policy

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1. Introduction

1.1. Definitions

Transferring is the process whereby a current student, either at West Suffolk College (WSC) or at another institution, moves from one course to another, or one mode of study, for example fulltime or part-time, before their programme has been completed.

This document does not cover arrangements for transfers of course which are the result of a decision of the Board of Examiners or an assessment decision. These arrangements are given in the relevant Examination Regulations or course handbook.

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

- a) Transfer triggered by the College's Student Protection Plan, or individual course closure;
- b) Transfer to another provider from WSC;
- c) Transfer into WSC from another provider;
- d) Transfer between courses at WSC.

1.2. Scope – who does this procedure apply to?

This plan is available to all current and potential higher education students. Please note, however, that students studying on University of Suffolk awards are classed as University of Suffolk students. Any transfer to a WSC programme will be treated as a transfer 'in' from another provider under (c) above.

2. External Influences

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 (OfS) Regulatory Framework 2018. As such, this document sets out our institutional arrangements for students to transfer to a different course or provider who are studying a Higher Education course awarded by Pearson UK, or the University of East Anglia.

In addition, the OIA has recently published guidance in relation to the closure of courses and/or programmes which may have relevance to this procedure. This is available on the link below;

[The OIA's perspective \(oiahe.org.uk\)](http://oiahe.org.uk)

2.1. Key Considerations

A small but important minority of students may wish to transfer as a consequence of a change in personal circumstance or in their own individual preferences. Transferring may have many implications for students' studies and/ or finances. Before finalising a transfer, students should satisfy themselves that they understand the implications in relation Student Finance England loan arrangements (if applicable) and, that they will meet the entry requirements of any new institution to which they may seek to transfer. Students are advised to contact the Student Loans Company (SLC) directly for assistance and are reminded that the SLC will not discuss personal details with the college.

2.2. Student transfer triggered by the Student Protection Plan or individual course closure.

Where the Student Protection Plan is triggered, we will operate within this framework. In summary, the College will aim to, and make its best efforts to, teach-out all students on their current course to the point of their completion. Were this not possible, the University Studies Leadership Team (USLT) will establish a Student Protection Implementation Team as appropriate. This will be led by the Dean of Higher Education and its key functions will be to;

The list below sets out the key objectives, this is not exhaustive;

1. ensure appropriate student representation on the team;
2. appoint an operations manager for the plan;
3. develop a communications strategy for the operation of the plan;
4. identify risks and the potential implications for students especially those in their final year of study;
5. develop appropriate timescale, key milestones and outcomes.

In the event of a course being discontinued, wherever possible, we will continue the teaching for currently enrolled students so that they can complete the programme of study on which they are enrolled. This will be managed through our Course Closure Policy and will be managed by the Dean of Higher Education. In the unlikely event that this is not possible, support will be given to accommodate appropriate transfers within the College or to one of our partner Universities. Where this is not possible, or it is not the preference of the student, we will facilitate transfers to other appropriate institutions, please see section 2.2 below.

2.3. Students transferring to another provider from WSC

If you wish to leave WSC permanently before completing your programme, you should be aware that all providers are responsible for making their own admissions decisions and you would need to satisfy the entry requirements for the institution that you are applying to.

The procedures vary from institution to institution. However, the general approach is that your new institution will map the modules you have taken with us against the modules on their course to ensure they are broadly equivalent. If they are broadly equivalent, they **may** award you credit. If they are not broadly equivalent, credit may not be awarded and therefore you might have to take some additional modules. Dependent upon the institution you apply to, this can take a few weeks or more to process, and therefore you should make your application as early as possible.

You may be eligible for an exit award, the circumstances that are necessary to receive an exit award are described in the Academic Regulations for your award. We will ask the relevant Board of Examiners to consider making such an award. If an exit award is made, you will receive a certificate and transcript, and can use these as evidence if you wish to make another provider. You will also be invited to attend a Graduation.

If you withdraw from WSC without being eligible for an exit award, you can request a transcript showing any modules or assessments you have attempted. If you make an application to another provider, they are likely to request this as supporting evidence. Please contact universitystudies@wsc.ac.uk for details of how to request a transcript.

2.4. Students transferring into WSC

As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the College, we will consider the application under our Admissions Policy and Recognition of Prior Learning Policy. In brief these will take account of:

- a) Your capacity to demonstrate that you meet the course entry requirements;
- b) The volume of completed credits;
- c) The timeframe since the credits were achieved;
- d) The level attained through study undertaken;
- e) The relevance of the study to the programme that you have applied for.

2.5. Students transferring between courses (including award aims)

There is no automatic entitlement to transfer between courses. Students wishing to transfer to another WSC course may only do so with the permission of both departments, the current department and the new department (if different). The new department in consultation will decide whether the new course may only be started from year 1 or whether to permit transfer to a later year of the course.

Where assessment completed for the original course may be considered towards the outcome of the new course, specific provision is made in the relevant Examination Regulations. Where no such provision is made, permission may be requested via a Recognition of Prior Learning Policy.

2.6. Students transferring between modes of study (part-time/fulltime)

All courses are offered on either a full-time or part-time basis for the small number of courses that offer both modes of study, students may, with the permission of their department, change their mode of study from full-time to part-time (and vice versa) once during their studies, except where their Examination Regulations for the course prohibit any change.

Students, and departments and colleges advising them, should ensure that all implications of a change in mode, including funding, visa requirements, tuition fees, milestone dates, have been considered and discussed before a change of mode is agreed.

2.7. Fees, Refund and Compensation

Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Terms and Conditions.

Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the College's Terms and Conditions.

2.8. Advice and Support

In the event of transfer, advice and support will be available to you individually or collectively. In the first instance, advice will be available from the Course Director, Personal Support Tutor and Independent advice and support is available via universitystudies@wsc.ac.uk