

NCS Student Transfer Policy

Checklist.

Version: 0:01

Author: Cleeve Jenkins Head of Higher Education

Responsibility Academic Board

Review Date 01.09.20

Effective Date 01.10.19

Approval Date 01.10.19

Contents:

1. Context and Purpose
2. Scope
3. Types of Transfer
 - 3.1. Student Transfer to another external HEI
 - 3.2. Student Transfer course to course internal
 - 3.3. Student Transfer to internal course from external HEI
 - 3.4. Student Transfer as a result of the actuation of Student Protection Plan
4. Refund and Compensation Policy
5. Advice and Support for Students

Context and Purpose.

All Higher Education Providers are required by the Higher Education and Research Act 2017 to publish a Student Transfer Policy. The Office for Students also require a transfer policy to be made public as part of their regulatory framework for registration 2018.

The purpose of this policy is to set out the arrangements for any potential student transfer that could be defined as:

1. Student Transfer to another external HEI
2. Student Transfer course to course internal
3. Student Transfer to internal course from external HEI
4. Student Transfer as a result of the actuation of Student Protection Plan

It aims to set out what procedures and actions the college will take if any of the above transfers are instigated. The policy aims to inform the students of the procedures they need to take in light of the above commencing. The information for students surrounding these potential transfers is made available and this plan will highlight where this information is stored and makes clear to the student body where to obtain it and the resulting considerations such as finance.

It is the aim of the college to make any transitions that may occur for the student group that may be affected as straight forward as possible. It is the aim of the college to ensure that all possibilities are exhausted if a student requests to transfer to another HEI. If a student requests a transfer the appropriate form needs to be completed, outlining which type of transfer is requested as well as a credit value calculation and resulting transcript.

Transfer types and actions

5.1. **Student Transfer to another external HEI**

A. If a student wishes to transfer to another Higher Education Institution, the confirmation of current passed credits will need to be offered, via a transcript of results at that time. The transcript will contain the Level of study attained, (4/5/6) the potential for any eligibility for an exit award at this point will be confirmed, for example Cert HE / HNC.

B. The application to apply any refunds at point of transfer back to the student. The signed Study Agreement Fees and Regulations Charges and refunds policy will be implemented if applicable. Communication will be made in order to secure the return of a college laptop if students transfer as per Study Agreement.

C. System records will be updated to reflect the transfer of student and a transfer notice will be added to Pro-Monitor.

5.2. **Student Transfer internal between courses**

A. If a student requests a transfer between courses, a meeting consisting of the Curriculum Area Managers and Award Leaders within both areas as well as the HE Manager will form. The meeting will confirm if a decision of transfer is to be granted. This decision be based on the subject area and original entry qualifications. If the decision is one where a transfer can be applied, a record of transfer will be placed on the student's record.

B. Credit weighting and level of study will be facilitated through the student transfer mechanism where a record of transfer is recorded and Accreditation of Prior Learning will be taken into consideration.

C. There may be occasions where a student would want to transfer from HNC to

a Foundation Degree and vice versa. In these circumstances credit and CAT points equivalency will be addressed via the UCAS tariff.

5.3. Student Transfer from an external HEI

A. If a student requests a transfer from an external HEI, a meeting consisting of Award Leaders from the area that the student has requested to join along with the HE Manager will convene. If the decision of transfer is accepted, original entry qualifications and a transcript of CATS points or equivalent from the external HEI will be sought. If the decision is one where transfer can be applied, a record of transfer will be placed on the student's record.

B. The student will need to be made aware of potential funding implications that may exist in transferring courses. Advice will be offered to contact Student Finance England. This will be recorded as part of the transfer process.

5.4. Student Transfer as a result of the actuation of Student Protection Plan

The college is committed to 'teaching out' any award that a student starts on. This means the course will continue to the end, where possible. It is considered to be highly unlikely that a course would stop or close midway through delivery.

In the very unlikely circumstance that the course would stop, the Student Protection Plan would come into effect which outlines areas that would support the students in transferring to another provider. Additional detail can be found on the register.

Advice and Support

New College Swindon will assist any student in the need for course transfer internal or external. Initially the Award leaders will discuss the reasons and requirements of transfer. After this they will signpost students to the process and a meeting as outlined above will be formed. Once the decision of the meeting has been agreed, the student will be informed and the transfer process will begin and be recorded.

The recording of the process will contain a meeting with the student to outline they are clear on their new pathway potential issues and areas surrounding finance.

Independent advice is available from the NUS.

Appendix

Notes of transfer

- A. Students have the right to apply to transfer between courses, and these requests will be considered. The students do not have an automatic right to transfer between courses.

If students are wanting to transfer internally, they are effectively applying for a new course. They must meet the admission criteria of the new course and pass all relevant checks including where necessary DBS checks. These checks must be in place before the student commences a new course. The college staff hold the right not to accept a student transfer if it is deemed incompatible between subject areas, for curriculum progression reasons and incomplete checks.

- B. Finance implications may exist when transferring to the student. The student needs to be aware of the funding context and as a college we will recommend they speak to Student Finance England to become familiar with any implications. This will be recorded within the transfer record.

Process

1. Students wanting to transfer will need to supply all paper work particularly in light of transfer types 5.1. and 5.3
2. Students must read this policy and make contact with their Award Leader to discuss potential transfer and its type
3. If student wishes to proceed with the transfer, the Award Leader must make the Head of HE Aware
4. Head of HE will instigate the transfer meeting depending on type of transfer required (above)
5. Students must be made aware of potential issues particularly surrounding finance and encouraged to speak with Student Finance England
6. HE administrator to record above and update internal records systems
7. Certificate of Achievement to be produced and given to student with CATS/RQF score
8. Student Transfers / Internal record updated to reflect this
9. Student Finance situation / Refund Policy activated
10. Laptop is arranged to be rescanned and returned