

HART LEARNING GROUP

STUDENT TRANSFER POLICY 20/21



GOVERNANCE AND CONTROL

Date approved by Group CEO	January 2020
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AUDIENCE

Applicable to students?	Yes
Accessible to students?	Yes
Accessible to public?	Yes

PURPOSE

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 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

The purpose of this Policy is to set out the necessary institutional arrangements that enable a student to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.

AIM OF THE POLICY

The Policy informs the College's staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the College including, Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, and Student Protection Plan Compliance.

North Hertfordshire College's Higher Education Transfer Policy has been developed to provide clear guidance on the College's Higher Education admissions and transfer processes for applicants, parents/carers and staff.

SCOPE

This policy applies to all college staff and students, including a student wishing to transfer to North Hertfordshire college and relates solely to directly funded courses (Higher National Certificates, Higher National Diplomas). The policy does not apply to franchised courses delivered in partnership with the University of Hertfordshire

North Hertfordshire College (NHC) is an associate college of the University of Hertfordshire and offers University undergraduate validated Foundation and Extended Degree programmes, which are studied at NHC. The admissions and transfer procedures for University of Hertfordshire programmes are governed by the University of Hertfordshire Policies and Regulation UPR SA03, which can be obtained from the University.

POLICY STATEMENT

North Hertfordshire College (NHC) is an associate college of the University of Hertfordshire and offers University undergraduate validated Foundation and Extended Degree programmes, which are studied at NHC. As well as the information contained in this document the admissions and transfer procedures for University of Hertfordshire programmes are also governed by the University of Hertfordshire Policies and Regulation UPR SA03, which can be obtained from the University.

It is the College's aim to ensure that students are able to continue on their current courses wherever possible, where this is not possible the College will facilitate an appropriate transfer.

Student transfer for the purpose of this Policy is defined as:

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

Transfer to another provider from the College

Should the transfer to another provider be initiated by a student the College will:

Confirm any completed units, level attained, or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. Eligibility for an intermediate award would be determined in accordance with the relevant Awarding body.

Use the liability periods, published in the NHC Higher Education Fee Policy to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

Transfer to the College from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the College will consider the admission of a student on to a similar course in

another area or an alternative award, taking into account completed credit, units, level of study and any other previous study, as appropriate. The process will be facilitated through the College's Admissions Policy and, where appropriate, the Recognition of Prior Learning Policy, in line with the awarding body.

Transfer between courses or mode of study at the College

As a consequence of a student initiating a transfer between courses the University will consider the transfer of a student on to a similar course in another area of the college or an alternative award, taking completed units, level of study and other previous study into account, as appropriate. This will be facilitated through the internal transfer process detailed in Appendix A and, where appropriate, the Recognition of Prior Learning Policy.

As a consequence of a student requesting to transfer between modes of study on the original enrolment award the College will consider the transfer of a student to a different mode of study will be facilitated through the University's internal transfer process detailed in Appendix A.

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

The College is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for students studying directly with the College.

In the improbable event that the continuation of study cannot be sustained, the College will support the student in transferring to an alternative provider and/or will, as appropriate, refund or compensate the student. In addition, the College will use the awarding body regulations to 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.

REFUND AND COMPENSATION

The College's Fee and Refund policy contain details of the institution's position on refunds and compensation in the event that a student initiates a transfer, or a course is discontinued by the College.

ADVICE AND SUPPORT

In the event of an individual student transfer, academic advice and support will be available via the Course Leader, Personal Tutor or Head of Higher Education.

In the event that the college's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate Director or their nominee.

Personal or financial advice is available from the College's Student Advisers based in the Student Services at each campus.

CONTACTS

Further information regarding the student transfer processes can be obtained as follows:

For transfer from the College to another provider, please contact the current Course Leader in the first instance.

For transfer to the College from another provider, please contact HEAdmin@nhc.ac.uk

For transfer between courses or mode of study at the College, please contact the College's Course Leader in the first instance.

RELATED DOCUMENTS

Further information about relevant University regulations and policies is provided below:

[Admissions Policy](#)

[Fee & Refund Policy](#)

[Student Protection Plan](#)

APPENDIX A - INTERNAL TRANSFER PROCESS

<p>General</p>	<ol style="list-style-type: none"> 1. A student has the right to request an internal transfer, and all transfer requests will be considered according to the principles set out in this Policy. A student does not have an automatic right to transfer from one course or mode to another. 2. Internal transfers are a subset of admissions. Students are effectively applying for a place on a new course, they must meet the admissions criteria of the course for which they are applying (including e.g. DBS checks), and be formally accepted onto the new course.
<p>Finance</p>	<ol style="list-style-type: none"> 3. A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from Student Services Student Advisors, in order to make an informed choice, and this must be confirmed on the transfer form.
<p>Process</p>	<ol style="list-style-type: none"> 4. It is a student's responsibility to approach nominated staff on the course from which they are exiting, usually the Course Leader, for approval of the transfer and sign-off of their form. 5. Students seeking to transfer should provide all relevant information required by the new course in order to evidence that they meet the admissions criteria. 6. Approval for the transfer must be sought from the Department the student wishes to join. Decisions will be made in line with the College's Admissions Policy, Recognition of Prior Learning Policy. 7. The Department the student wishes to transfer to has the right to decline the request. 8. If a transfer is approved for the end of the academic year, the credits (not grades) from the original course will be recorded on the student's new course record in line.
<p>Guidance for Decision Making</p>	<ol style="list-style-type: none"> 9. An in-year transfer must be completed and approved within two weeks of the start date of the course unless the modules for the current course satisfy those for the new course, and no change in module selection is required. Unless the transfer is in the first year of an award, the Department should be satisfied that the learning outcomes from the original course meet the requirements for the new course, as per the University's Recognition of Prior Learning Policy. 10. An end of the academic year transfer may be considered, provided that: <ol style="list-style-type: none"> i. The student continues to attend their original course, attempts any associated assessments and is in a position to progress from the original course under the relevant University's Assessment Regulations.

	<ul style="list-style-type: none">ii. The School is satisfied that the learning outcomes from the original course meet the requirements of the new course, as per the University's Recognition of Prior Learning Policy. <p>11. Students who have exhausted all opportunities to retrieve failure and whose study has been discontinued by an Assessment Board, may be considered for transfer onto an alternative award subject to the standard processes. Attention should be paid to a student's record of engagement/attendance, in the absence of any extenuating circumstances, when reaching a decision.</p> <p>12. Where a course transfer takes place that requires a student to repeat a Level, the following should be noted:</p> <ul style="list-style-type: none">i. Any modules undertaken on the original award must not be repeated on the new award, in line with the relevant Assessment Regulations. In circumstances where this is necessary, the School should either identify alternative module(s) or the credit(s) (not grades) should be transferred to the new course via the University's Recognition of Prior Learning Policy.ii. If the transfer occurs mid-year the student may choose to complete the year or interrupt their studies for the remainder of the academic year.
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