

<u>Policy Title</u>	HE Course Transfer Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	Director of Higher Education, NCG
<u>Group Executive Lead</u>	Executive Director Governance Assurance and Risk
<u>Date Written</u>	January 2020
<u>Considered By</u>	Higher Education Learning Teaching and Assessment Committee
<u>Approved By</u>	NCG HE Academic Board
<u>Date Approved</u>	June 2020
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<u>Freedom of Information</u>	This document will be publically available through the Group's Publication Scheme.
<u>Review Date</u>	June 2023
<u>Policy Summary</u>	<p>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.</p> <p>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.</p> <p>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, Student Protection Plan and UKVI Tier 4 Compliance.</p>

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle Sixth Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
Southwark	Yes	Yes
West Lancashire	Yes	Yes
Group Services	Yes	No

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	None this is a new policy.

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
NCG Information Policy	GDPR compliance
NCG Complaints Policy	Recourse for unsuccessful applicants.
NCG Equality Diversity and Inclusion Policy	To demonstrate our support for inclusivity in the student experience.
HE Admissions Policy	Students transferring into the institution will need to meet the requirements of the HE Admissions Policy.
HE Recognition of Prior Learning Policy	Students transferring into the institution with credit and/experience will need to meet the requirements of the HE Recognition of Prior Learning Policy.
UKVI Tier 4 Compliance Policy	This would be applicable for International student course transfers.

1. Introduction

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.

2. Purpose of the Policy

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.

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, Student Protection Plan and UKVI Tier 4 Compliance.

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:

- a) Transfer to another provider from the College initiated by a student.
- b) Transfer to the College from another provider initiated by a student.
- c) Transfer between courses or modes of study at the College initiated by a student.
- d) Transfer as a result of the initiation of the College's Student Protection Plan.
- e) Transfer initiated by the College as a result of a Fitness to Practise or Fitness to Study investigation.

3. Scope

The Policy applies to all College staff and Higher Education students, including a student wishing to transfer to the College.

4. Policy Statement

4.1 Transfer to another provider from the College

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

a) Confirm any completed credit, 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 HE Academic Regulations.

b) Use the liability points to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

4.2 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 a similar area or an alternative award, taking into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the College's HE Admissions Policy and, where appropriate, the Recognition of Prior Learning Policy.

4.3 Transfer between courses or mode of study at the College

As a consequence of a student initiating a transfer between courses the College will consider:

a) The transfer of a student on to a similar course in a similar area or an alternative award, taking completed credit, 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:

a) The transfer of a student to a different mode of study will be facilitated through the College's internal transfer process detailed in Appendix A.

4.4 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.

If your programme was franchised from one of our partner universities and we were unable to continue to offer the programme then we would make every endeavour to support you to find a suitable alternative – either at another college running the same programme, the franchising university or alternatively at another college/university.

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's HE 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. In this instance the NCG Student Protection Plan could be invoked.

<https://www.ncgrp.co.uk/wp-content/uploads/2018/12/NCG-HE-Student-Protection-Plan.pdf>

5. Advice and Support

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

In the event that the College's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate curriculum area.

Personal or financial advice is available from the College's Student Advisers based in the Student & Library Services. For international students, personal and/or immigration advice linked to the course transfer process is available from the College's International Adviser based in HE Registry. heregistryadmin@ncgrp.co.uk

6. Contacts

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

- a) For transfer from the College to another provider, please contact the current College Course Leader in the first instance.
- b) For transfer to the College from another provider, please contact HE Registry heregistryadmin@ncgrp.co.uk
- c) For transfer between courses or mode of study at the College, please contact the current College Course Leader in the first instance.

Appendix A - Internal Transfer Process for Taught Awards

General

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.

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.

In some circumstances, for example, as an outcome of a fitness to practise case a student may be offered the opportunity to study on a different award.

Finance

A transfer of course may impact on funding or tuition fees. It is the student's responsibility to seek advice from Student

Services, in order to make an informed choice, and this must be confirmed on the transfer form.

Tier 4 Sponsored Students

Only some Tier 4 sponsored students are permitted by UKVI to change from the course they are currently studying and for which their CAS number was assigned to an alternative course without first completing their current course. All transfer requests for Tier 4 sponsored students must be forwarded to heregistryadmin@ncgrp.co.uk for written approval prior to processing by the curriculum area as 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. This is set out in the College's UKVI Tier 4 Compliance Policy.

Process

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.

Students seeking to transfer should provide all relevant information required by the new course in order to evidence that they meet the admissions criteria.

Approval for the transfer must be sought from the curriculum area the student wishes to join. Decisions will be made in line with the College's Admissions Policy, Recognition of Prior Learning Policy and other relevant policies (e.g. Applicants with Disabilities Policy).

The curriculum area the student wishes to transfer to has the right to decline the request.

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 with the College's Recognition of Prior Learning Policy. Only grades achieved whilst enrolled on the new course will be used to calculate the final award outcome, in line with the relevant HE Academic Regulations.

Guidance for Decision Making

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 College should be satisfied that the learning outcomes from the original course meet the requirements for the new course, as per the College's Recognition of Prior Learning Policy.

An end of the academic year transfer may be considered, provided that:

- 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 HE Academic Regulations.
- ii. The College is satisfied that the learning outcomes from the original course meet the requirements of the new course, as per the College's Recognition of Prior Learning Policy.

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.

Where a course transfer takes place that requires a student to repeat a Level, the following should be noted:

- i. Any modules undertaken on the original award must not be repeated on the new award, in line with the relevant HE Academic Regulations. In circumstances where this is necessary, the College should either identify alternative module(s) or the credit(s) (not grades) should be transferred to the new course via the College'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.