



## STUDENT TRANSFER POLICY (HIGHER EDUCATION) 2019/2020

### 1. Introduction and Scope

1.1 All providers of higher education in England must publish student transfer arrangements in accordance with Office for Students Regulatory Framework 2018 and the Higher Education Research Act 2017. This policy outlines the requirements and considerations for the transfer of students studying higher education qualifications so that continuation and quality of study are maintained.

1.2 This policy covers the following:

- Transfer between courses at Sandwell College
- Transfer to another provider from Sandwell College
- Transfer into Sandwell College from another provider
- Transfer triggered by the Sandwell College's Student Protection Plan.

### 2. Transfer between Courses

2.1 Students who are currently studying at Sandwell College may apply to transfer to a different higher education qualification at Sandwell College. In the first instance a request should be discussed with their Personal Tutor and a student transfer request form should be completed.

2.2 Proposed course transfers will be assessed by the Head of Higher Education and the Head of Section. Students will then follow the procedure for transferring into the College and should include recognition of prior learning from the appropriate awarding body.

### 3. Transfer to another provider

3.1 As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies.

3.2 Should transfer to another provider be necessary we will support arrangements to confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through the relevant awarding body.

#### **4. Transfer from another institution**

4.1 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 admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the College's usual student admissions processes.

4.2 Students wishing to transfer onto a Pearson HNC or HND programme may do so following the guidance on recognition of prior learning here:

[https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf)

#### **5. Transfer triggered by the Student Protection Plan**

5.1 In the event of a transfer being triggered by the Student Protection Plan, will always try to teach out in the first instance. This means that the course would continue for all registered students until the expected end date of their course.

5.2 If teaching out at Sandwell College is not viable we will facilitate transfer to a suitable provider including our partner university, local universities and local colleges with HE provision within the Black Country Colleges Group.

5.3 The Head of HE along with the Vice Principal for Teaching and Learning will oversee this and ensure that consultation and communication with students is in line with those detailed in Student Protection Plan.