



College

Higher Education Student Transfer Arrangements

Policy Details	
Policy Owner	Head of Higher Education
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Approved by	
Date approved	
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1. Statement of Intent

- 1.1 This policy aims to inform readers of the USP College (the college) process for the transfer arrangements for higher education courses.

2. Introduction and Purpose

- 2.1 We welcome enquiries from students who wish to transfer into the College and will also work to try to achieve a positive outcome.
- 2.2 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.
- 2.3 Student transfer, for the purposes of this document includes:
 - a. Transfers into USP College
 - b. Transfers between courses at USP College
 - c. Transfers to another provider from USP College
 - d. Transfers triggers by the college's Student Protection Plan
- 2.4 In the event of a), we will facilitate transfer of students from other providers to the College where we may be able to offer a suitable alternative course in order for students to complete their studies. Please see information regarding transfer in.
- 2.5 In the event of b), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.
- 2.6 In the event of c) and d) above, we will firstly aim to teach out all current students on their original course, where this is not possible, we will facilitate an appropriate transfer.

3. Transfer into USP College

- 3.1 USP College welcomes enquiries from students who wish to transfer into the college and will also work to try to achieve a positive outcome where possible and within Regulations.
- 3.2 Students may seek to transfer to the College for their own reasons or 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:
 - a. 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 Accreditation for Prior Learning Process.
 - b. Admission of students onto an alternative taught course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through the Accreditation for Prior Learning Process.

4. Transfer between college programmes

- 4.1** As a consequence of students requesting to transfer between courses at the college we will consider
- a. 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 Accreditation for Prior Learning Process.
 - b. Admission of students onto an alternative taught course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through the Accreditation for Prior Learning Process.
- 4.2** Transfer between courses at the college will normally be facilitated by the HE administrator. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by their current and intended Programme Leaders in conjunction with the relevant Head of Learning.

5. Transfer out of USP College

- 5.1** 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. This may include, but is not limited to:
- a. Course or discipline closure
 - b. Institutional closure
 - c. Loss of designation
 - d. Loss of accreditation
 - e. Student-led withdrawal
- 5.2** Should transfer to another provider be necessary we will support arrangements to:
- a. 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 a student transcript.
 - b. Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Adult and HE Loans Policy.
- 5.3** Transfer out of USP College will be facilitated by the Head of Higher Education in accordance with relevant Student Protection Implementation Plan(s).

6. Transfers triggered by the college's Student Protection Plan

- 6.1** The Principal (or their nominee) will establish a Student Protection Implementation Team appropriate to transfer and will oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the reasons for the implementation plan, the responsible manager for the plan (normally the Head of Higher Education or nominated academic coordinator), the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

7. Advice and Support

- 7.1** In the event of a transfer in or out of the college, advice and support will be available to students individually or collectively. In the first instance, advice is available from the HE administrator.

7.2 In the event of transfer between courses at the College, advice and support will be available to students individually or collectively. In the first instance, advice will be available from the current programme leader.