



HE17 – Higher Education (HE) Student Transfers Policy

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| Policy Author: | Head of HE | Policy Owner: | Vice Principal Curriculum |
| Approval Date: | March 2021 | Review Date: | March 2023 |
| Purpose of the Policy <p>Occasionally, a student may seek to change their programme of study; this may be for a number of reasons. For example, it may be the student has decided that they no longer have an academic interest in the subject for which they initially registered or that they wish to pursue another subject or their circumstances have changed and they wish to change from full-time to part-time or vice versa.</p> <p>Students, in principle, can transfer between programmes, subject to approval, but there is no automatic right of transfer between programmes. Transfer is subject to sufficient space being available and the applicant meeting the academic criteria and requirements for the new programme.</p> <p>Weymouth College welcomes enquiries from students who wish to transfer on to one of their HE programmes. Where possible the College will work to try to achieve a positive outcome within Regulations and in the best interest of the applicant.</p> | | | |



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1. Policy Statement

- 1.1. 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.
- 1.2. Transferring is the process whereby a current student at Weymouth College or at another institution, moves from one degree programme to another or one mode of study, for example full-time to part-time. This includes students transferring to Weymouth College from another institution and transferring between Weymouth College programmes.
- 1.3. Students are advised that before making any decisions about a change of course they should seek out some careers advice. Students can book an appointment with the College IAG Advisors via Reception or can call 01305 761100 to book an appointment.
- 1.4. Weymouth College works within the Academic Regulations of the awarding bodies ie University of Plymouth or Pearson EDEXCEL.
- 1.5. Separate arrangements are in place for students moving from an HND or Foundation Degree into the final year of a degree programme in particular where this is part of a formal agreement with a University or partner University.

2. Policy

Transfer into the College from an external institution

- 2.1. Transfers into the College from an external institution should not normally take place after the first two weeks of the first teaching term.
- 2.2. Late transfers may be allowed at the discretion of the Programme Leader, but may depend on the assessment requirements of the programme. Late transfer into a programme is high risk, and the student must be warned in writing that they will not subsequently be able to use this as the basis of any claim for extenuating circumstances or an appeal.
- 2.3. Applicants must ensure that they discuss any queries relating to qualifications and programme stage, recognition of credit for previous study or where appropriate calculation of degree classification with the Programme Leader.
- 2.4. The final offer of a transfer place, with any terms and conditions, is binding and cannot be changed once the student has started at the College.
- 2.5. The transferring student will receive email confirmation that there is a place which will include any terms and conditions.



Internal transfer within the College

Transfer between courses will be facilitated by Programme Leaders and in conjunction with the HE Registrar for advice on student finance implications and registration with awarding bodies.

- 2.6.** Internal transfers are not an automatic right but are subject to:
 - A student fulfilling the entry requirements for the programme (including any credit transfer arrangements);
 - Places being available on the programme.
- 2.7.** Transfers can take place either within the first two weeks of the first teaching term, or at the end of the academic year after the assessment results have been confirmed.
- 2.8.** Late transfers may be permitted at the discretion of the Programme Leader of the receiving programme, but may depend on the assessment requirements of the programme. Late transfer into a programme can be high risk, and the student must be advised that they will not subsequently be able to use this as the basis of any claim for extenuating circumstances or an appeal.
- 2.9.** A student who has already registered on a programme must discuss and confirm the requests for transfer with both their current Programme Leader and the Leader of the programme to which they are transferring.
- 2.10.** Students must be reminded that they may need to discuss the potential implications of their transfer with their appropriate funding body (Student Funding England (SFE), other sponsor, parent, etc.) as there may be financial implications associated with the transfer.
- 2.11.** Permission to register for a new programme will not be granted outside of a time period where a Programme Leader considers it would be increasingly difficult to catch up on the content of a new programme, especially where practical work is concerned.

Students studying of a University of Plymouth programme:

- 2.12.** A repeat student who transfers programme will carry forward the number of attempts they have already had at a failed module, regardless of whether they replace a failed module with a different module.
- 2.13.** Repeat students transferring outside their original programme scheme and/or subject area will keep their repeat status unless they are taking 60 or more new credits, in which case the 60 credit rule will be initiated.
- 2.14.** A transfer will be allowed only where a repeat student is able to complete their studies within the standard period of registration for their programme of study.

3. Responsibility

- 3.1.** Vice Principal Curriculum



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| Definitions | SFE (Student Finance England) | Who Needs to Know? | <ul style="list-style-type: none"> • All College staff teaching on HE programmes • Students studying on HE programmes |
| Related Policies and Procedures | <ul style="list-style-type: none"> • University of Plymouth Academic Regulations https://www.plymouth.ac.uk/student-life/your-studies/essential-information/regulations • HE Admissions Policy | Approval Date: | March 2021 |
| <p>This policy was approved and adopted by:</p> <p><i>Julia Howe</i></p> <p>Julia Howe Interim Principal</p> | | | |