

# Regent College London

## Student Transfer Policy

### 1. Purpose

- 1.1 The purpose of this Policy is to state the necessary institutional arrangements that enable a student to transfer in a manner that facilitates the continuation and quality of study.
- 1.2 While it is the College's aim to ensure that students are able to continue on their current course/programme wherever possible, the Policy recognises that there may be circumstances where this is not possible and that the College will therefore need to facilitate an appropriate transfer.
- 1.3 The Policy informs Regent College London staff and students of the principles governing student transfer and ensures compliance with relevant College regulations and policies including those for Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, UKVI Tier 4 Compliance and the Student Protection Plan.
- 1.4 All providers of Higher Education in England are required to publish student transfer arrangements in accordance with the Higher Education and Research Act 2017 and Office for Students Regulatory Framework 2018.
- 1.5 *Student transfer* for the purpose of this Policy is defined as:
- a) Transfer between course/programme or modes of study at the College, initiated by a student.
  - b) Transfer to another provider from the College, initiated by a student.
  - c) Transfer to the College from another provider, initiated by a student.
  - d) Transfer as a result of applying the College's Student Protection Plan.

### 2 QAA Quality Code

- 2.1 This Policy aligns with the UK Quality Code expectations, core and common practices as follows:

Expectations for standards:

- *The academic standards of courses/programmes meet the requirements of the relevant national qualifications framework.*
- *The value of qualifications awarded to students at the point of qualification and over time is in line with sector-recognised standards.*

Core/common practices for standards:

- *The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.*
- *The provider reviews its core practices for standards regularly and uses the outcomes to drive improvement and enhancement.*

Expectations for quality:

- *Courses/programmes are well-designed, provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed. From admission through to completion, all students are provided with the support that they need to succeed in and benefit from higher education.*
- *Core/common practices for quality:*
- *The provider has a reliable, fair and inclusive admissions system.*
- *The provider designs and/or delivers high-quality courses/programmes.*
- *The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience.*
- *The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.*
- *The provider actively engages students, individually and collectively, in the quality of their educational experience.*
- *The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students.*
- *The provider supports all students to achieve successful academic and professional outcomes.*
- *The provider reviews its core practices for quality regularly and uses the outcomes to drive improvement and enhancement.*
- *The provider engages students individually and collectively in the development, assurance and enhancement of the quality of their educational experience.*

The Policy also incorporates the relevant guiding principles of the UK Quality Code's Advice and Guidance on Admissions, Recruitment and Widening Access; Assessment; Enabling Student Achievement; Learning and Teaching; and Student Engagement.

### **3 Scope**

- 3.1 The Policy applies to all Regent College London staff and students, all courses/programmes, and students wishing to transfer to the College from another provider.

### **4 Categories of Student Transfer**

- 4.1 Transfer between courses/programmes or mode of study at the College

- 4.1.1 Where a student initiates a transfer between courses/programmes the College will give full and reasonable consideration to the transfer of the student on to a similar course/programme in a cognate 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, the principles and process of which are as follows. Where appropriate, the Recognition of Prior Learning Policy must also be followed.

#### General

- 4.1.2 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/programme, or mode of study, to another.
- 4.1.3 Internal transfers are considered as part of the admissions process. Students are effectively applying for a place on a new course/programme and must therefore meet the admissions criteria of the course/programme for which they are applying (including e.g. DBS checks, Fitness to Practice criteria), and be formally accepted onto the new course/programme.

#### Finance

- 4.1.4 A transfer of course/programme may impact on funding or tuition fees. It is the student's responsibility to seek advice from Student Finance in order to make an informed choice, and confirmation of funding method must be stated on the transfer form.

#### Tier 4 Sponsored Students

- 4.1.5 Only some Tier 4 sponsored students are permitted by UKVI to change from the course/programme they are currently studying, and for which their CAS was assigned, to an alternative course/programme without first completing their current course/programme. All transfer requests for Tier 4 sponsored students must be forwarded to the Registrar for written approval prior to processing, 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/programme is dependent on each individual student's conditions of leave, and the College will confirm the details of each request with UKVI before approving any transfer.

#### Process – Internal transfer

- 4.1.6 It is the student's responsibility to discuss their intention to transfer with their current Programme Leader/Director of Study. The Programme Leader/Director of Study will advise the student on completing a course transfer form. Approval of the form by the new Programme Leader/Director of Study can only take place following an academic interview

with the student, and in line with the incoming course/programme admissions process. Students seeking to transfer should provide all relevant information required by the new course/programme in order to show that they meet the admissions criteria. Decisions will be made in line with the College's Admissions Policy, Recognition of Prior Learning Policy, Equality & Diversity Policy and any other relevant policies.

- 4.1.7 The Programme Leader/Director of Study of the course/programme the student wishes to transfer to has the right to decline the request. In the event of refusal, the student will have the right to appeal to the Academic Dean. The Academic Dean's decision will be final.
- 4.1.8 If a transfer is approved for the end of the academic year, the credits (not grades) from the original course/programme will be recorded on the student's new course/programme record in line with the College's Recognition of Prior Learning Policy. Only grades achieved while enrolled on the new course/programme will be used to calculate the final award outcome, in line with the relevant Assessment Regulations.
- 4.1.9 Students wishing to transfer between Regent College London provision will be required to do so in line with the College's Recruitment Selection and Admissions Policy and Procedure, the incoming course/programme admissions process, Recognition of Prior Learning Policy, Equality & Diversity Policy and any other relevant policies. It should be noted that where a student has exhausted all opportunities on one Regent College London Provision, they will be unable to transfer to another unless there are accepted extenuating circumstances.

#### Guidance for decision-making

- 4.1.10 An in-year transfer must be completed and approved within two weeks of the start date of the course/programme unless the modules for the current course/programme satisfy those for the new course/programme, and no change in module selection is required.
- 4.1.11 Unless the transfer is in the first year of an award, the College should be satisfied that the learning outcomes from the original course/programme meet the requirements for the new course/programme, as per the College's Recognition of Prior Learning Policy.
- 4.1.12 An end of the academic year transfer may be considered, provided that:
  - a) The student continues to attend their original course/programme, attempts any associated assessments and is in a position to progress from the original course/programme under the relevant College's Assessment Regulations.
  - b) The new Programme Leader/Director of Study is satisfied that the learning outcomes from the original course/programme meet the requirements of the new course/programme, as per the College's Recognition of Prior Learning Policy.
- 4.1.13 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 incoming course/programme admissions process. Due regard will be given to assessing the student's likelihood of success and attention should be paid to a student's record of attendance and engagement, in the absence of any extenuating circumstances, when reaching a decision.

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

a) Any modules passed, or all opportunities exhausted, 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 College should either identify alternative module(s) or the credit(s) (not grades) should be transferred to the new course/programme via the College's Recognition of Prior Learning Policy.

b) If the transfer request occurs mid-year the student may choose to complete the year or interrupt their studies for the remainder of the academic year.

4.1.15 *Where a student requests to transfer between modes of study e.g. full-time to part-time or vice versa, the College will give full and reasonable consideration to the request.*

*Students must be informed that not all courses/programmes will necessarily offer part-time study.*

*The student must first discuss the request with their Programme Leader/Director of Study, Student Finance, and Student Support to consider the options available. This decision should not be taken lightly and it is essential that the student understands the implications that change of mode of study may have, including, but not limited to: status, expected end date, fulfilment of the requirements for any minimum/maximum period of registration, tuition fees payable for the remainder of the period of study, entitlement to financial support, visas, accommodation and council tax exemption.*

*Once fully appraised of the above and intending to proceed, the student must complete an Application for Change of Mode of Study Form and submit it to Registry.*

4.2 Transfer to another provider from the College

4.2.1 Where a student initiates transfer to another provider 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, HEAR or other record of progress. Eligibility for an intermediate award should be determined in accordance with the Assessment Regulations.

b) Use the criteria published in the College's Tuition Fee Refund and Compensation Policy, to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

4.3 Transfer to the College from another provider

4.3.1 Where circumstances at another provider, or the decision of a student at another provider, result in a student wishing to transfer from that provider to one of the courses/programmes offered by the College, the College will give full and reasonable consideration to the admission of a student on to a similar course in a cognate 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 incoming course/programme admissions process and, where appropriate, the Recognition of Prior Learning Policy.

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

4.4.1 The College is committed to teaching-out any students studying on courses/programmes or modules that are planned for future closure. In the event that the continuation of study cannot be sustained, in accordance with the Student Protection Plan 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 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.

**5 Refund and Compensation**

5.1 The College’s Tuition Fee Refund and Compensation Policy contains details of the College’s position on refunds and compensation in the event that a student initiates a transfer or a course/programme is discontinued by the College.

**6. Advice and Support**

6.1 In the event of an individual student transfer, or application of the College’s Student Protection Plan, academic/personal/financial advice and support will be available via the Programme Leader/Director of Study, Student Support, and Student Finance. For international students, personal and/or immigration advice linked to the course transfer process is available from Student Support.

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