HE Student Transfer Guidance

The purpose of this guidance is to:

- ensure that the College meets its statutory requirements in relation to higher education (HE) students and transfer between HE courses
- highlight potential career, financial and other implications of student transfers
- improve awareness of the responsibilities of the College and students in relation to HE student transfers.

1. Scope

1.1. The scope of this guidance is higher education programmes – courses at level 4 or above.

2. Guidance statement and scope

2.1. All providers of higher education (HE) 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.

2.2. Higher education programmes are all courses at level 4 or above.

2.3. Transferring is the process whereby a current student at Bournemouth and Poole College (BPC) or at another institution, moves from one HE programme to another or changes mode of study, for example full-time to part-time. This includes students transferring to BPC from another institution and transferring between BPC programmes.

2.4. Students are advised that before making any decisions about a change of course they should seek careers advice. Students can book an appointment with the College Advisor and Guidance Team via Reception or can call 01202 205312 to book an appointment.

2.5. Separate arrangements are in place for students moving from an HND or Foundation degree into the final year of an Honours degree programme in particular where this is part of a formal agreement with a university or partner university of Bournemouth and Poole College.

3. Reason for the guidance

3.1. Occasionally, a student may seek to change their programme of study; this may be for a number of reasons. For example, it may be that their circumstances have changed and they wish to change from full-time to part-time or vice versa or the student has decided that they no longer have an academic interest in the subject for which they initially registered and they wish to pursue another subject.

4. Guidance objectives

4.1. In principle, students can transfer between programmes, subject to approval, but there is no automatic right of transfer. Transfer between programmes is subject to sufficient space being available and the applicant meeting the academic criteria and requirements for the new programme.

5. Guidance for transfer into the College from an external institution

5.1. Bournemouth and Poole College welcomes enquiries from students who wish to transfer on to one of its 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.

5.2. Transfers into the College from an external institution should not normally take place after the first four weeks of the first teaching term.

5.3. Late transfers may be allowed at the discretion of the relevant Learning Manager but may depend on the programme including assessment and/or work-based learning requirements, for example. 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.

5.4. Applicants must ensure that they discuss with the Programme Leader any queries relating to qualifications and programme stage, recognition of credit for previous study or calculation of degree classification, where appropriate.

5.5. The final offer of a transfer place, with any terms and conditions, is binding once the student has started at the College, subject to the standard terms and conditions of the enrolment contract.

5.6. The transferring student will receive email confirmation that there is a place which will include any terms and conditions.

6. Internal transfer within the College

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

6.2. Internal transfers are not an automatic right and are subject to:

- a student fulfilling the entry requirements for the programme (including any credit transfer arrangements);
- places being available on the programme.

6.3. Transfers can take place either within the first four weeks of the first teaching term or at the end of the academic year after the assessment results have been confirmed.

6.4. Late transfers may be allowed at the discretion of the Learning Manager but may depend on the programme including assessment and/or work-based learning requirements, for example. 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.

6.5. 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 wish to transfer.

6.6. Students must be reminded that they may need to discuss the potential implications of their transfer with their appropriate funding body (Student Finance England, employer, other sponsor, etc.) as there may be financial implications associated with the transfer.

6.7. 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.

7. Guidance owner and review

7.1. This Guidance will be reviewed and approved annually by the HE Quality Committee.

8. Who needs to know about this guidance

8.1. All College staff teaching on HE programmes

8.2. Students studying on HE programmes

9. Responsibility

9.1. Vice Principal Curriculum & Quality.

10. Related policies and information

10.1. This Guidance should be read and implemented in line with the relevant policies of Bournemouth and Poole College and its partners, where appropriate. The links provided below were correct at the time of writing, but staff and students should check they are accessing the current information of the relevant provider.

10.2. **Bournemouth and Poole College** - HE Admission Policy:

College Policies & Accountability Statement | College | Bournemouth & Poole College

10.3. **Arts University Bournemouth** – information on transferring to another course:

Available from: https://aub.ac.uk/regulations

10.4. **Bournemouth University** - Movement of Students between Programmes: Procedure

Available from: https://www.bournemouth.ac.uk/students/help-advice/importantinformation

10.5. **Health Sciences University** – Academic Regulations, Policies and Procedures
Available from: Academic Regulations, Policies and Procedures | Health Sciences University

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