

**HIGHER EDUCATION
STUDENT TRANSFER PLAN
2023/24**

Higher Education Student Transfer Plan 2023/24

Policy Owner/Procedure: ELT
Date Approved: 3 October 2023
Next Review: June 2024
Responsibility for Review: Head of Quality
Policy Review Frequency: Annual

Applicable to staff: Yes/~~No~~

Applicable to students: ~~Yes~~/No

Publish on College website: Yes/~~No~~

Consultation:

| Undertaken with: | Yes/No: | Date: |
|------------------------|---------|------------|
| Board/Committee | | |
| ELT | Yes | 03/10/2023 |
| CMT | | |
| Unions | | |
| Students | | |
| Employees | | |
| Employers/Stakeholders | | |

Any Associated Documentation, for Reference:

Student Protection Plan, Extenuating Circumstances Procedure.

ELT SIGN-OFF: Marie Haworth, Vice Principal Quality, Teaching, Learning & Learner Support



Higher Education Student Transfer Plan

1. Introduction

All providers of higher education in England are required to publish their arrangements for student transfers between higher education programmes of study and between providers. This is in accordance with the Higher Education Research Act 2017 and is monitored by The Office for Students. This includes defining how providers facilitate, encourage and promote awareness of their transfer arrangements. The purpose of this plan is to facilitate continuation and quality of study for all students whenever a risk to continued study arises. Subsequent references to 'the College' in this plan refer to Preston College. The purpose of the plan is to facilitate the continuation and quality of study for all students whenever a risk to their continued study occurs and to facilitate transfer between providers. This document sets out the College's institutional arrangements for students to transfer between institutions, including arrangements for students transferring into and from Preston College.

2. Types of transfer

- a) [Transfer triggered by Preston College's Student Protection Plan](#)
- b) [Transfer to an alternative HE provider from Preston College](#)
- c) [Transfer from an alternative HE provider to Preston College](#)
- d) [Transfer between programmes of study at Preston College](#)

a) Transfer as a result of the initiation of the College's Student Protection Plan

In the event of a transfer being triggered by the Student Protection Plan, the College will firstly aim to teach-out all students on their current course. If this is not possible, the Vice Principal: Quality, Teaching, Learning and Learner Support (or their nominee) will establish a team appropriate to the transfer, and will have oversight of the production of an action plan to ensure a fair and equitable outcome for all students affected. The team will devise a plan that will include:

- i. The details of the transfer
- ii. Allocation of an appropriate manager
- iii. Selection of a student representative
- iv. Identification of any additional stakeholders
- v. Identification of any risks or likely implications for students
- vi. How the plan is to be communicated
- vii. The support and advice plan for students and the timescales involved

In the event that the continuation of study cannot be sustained, the College will support the student/students in transferring to an alternative provider and/or will, as appropriate, refund or compensate the student. In addition, the relevant Academic Regulations make provision for the awarding of credit or an exit award ensuring that a student would be able to carry awarded academic credit to an alternative provider.

b) Transfer to an alternative provider from the College

As a consequence of events outlined in the Student Protection Plan or a student decision to transfer to another provider, the College would facilitate the transfer for any eligible student. Reasons may include, but are not limited to:

- Programme of study or discipline closure
- Institutional closure

- Loss of designation
- Loss of accreditation
- Student-led withdrawal

Should the transfer to another provider be initiated by a student the College will:

- 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 or record of progress. Eligibility for an exit award would be determined in accordance with the relevant Academic Regulations.
- Use the liability periods, published in Fees & Charges Policy, to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

Transfer from the College will be facilitated by the relevant Curriculum Leader supported by the HE Quality Manager

c) Transfer to the College from an alternative provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the College will consider:

- The admission of a student on to a similar course in a related 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 College's Admissions Policy and, where appropriate, Recognition of Prior Learning (available on the website)
- Admission of students onto an alternative programme of study, taking achieved credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the relevant awarding body's recognition of prior learning (RPL) procedure.

d) Transfer between courses or mode of study at the College

As a consequence of a student initiating a transfer between courses the College will consider; the transfer of a student on to a similar course in a related 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 and, where appropriate the relevant awarding body's Recognition of Prior Learning procedure. As a consequence of a student requesting to transfer between modes/funding of study on the original enrolment award the College will consider; the transfer of a student to a different mode of study will be facilitated through the relevant awarding body's internal transfer process.

Transfer between programmes of study at Preston College will normally be facilitated by the relevant Curriculum Leaders supported by the HE Manager

3. Refund and Compensation

The College's Fees and Refund Guide contains details of the institution's position on refunds and compensation in the event that a student initiates a transfer or a course is discontinued by the College.

4. Advice and Support

In the event of an individual student transfer, academic advice and support will be available via the Course Leader or Curriculum Leader.

In the event that the College's Student Protection Plan has been activated, advice and support will be available collectively from the appropriate Head of School or their nominee. Personal or financial advice is available from the College's Student Services team based in the Student Services next to reception. For advice on transferring Higher Education Loan funds, students need to contact the Student Loan Company.

5. Feedback and Contacts

If you have any insights, concerns or feedback in relation to transfer arising under the Student Protection Plan, contact the HE Manager using the following email:

highereducation@preston.ac.uk

Further information regarding the student transfer processes can be obtained as follows:

| Type of transfer | Contact |
|---|--|
| Transfer triggered by Preston College's Student Protection Plan | HE Manager |
| Transfer to an alternative HE provider from Preston College | Your Course Leader/Curriculum Leader |
| Transfer from and alternative HE provider to Preston College | Recruitment, Admissions and Careers Advisor (HE) |
| Transfer between programmes of study at Preston College | Your Course Leader/Curriculum Leader |