



## Higher Education Student Transfer Arrangements

### **1. Background**

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and the Office for Students' Regulatory Framework 2018.

### **2. Introduction**

This plan explains our institutional arrangements for students to transfer between programmes or providers and includes:

- a) Transfers triggered by the implementation of the College's Student Protection Plan
- b) Transfers to another provider from City College Southampton
- c) Transfers into City College Southampton from another provider
- d) Transfers between courses at City College Southampton

This plan is available to all current and potential students and is reviewed annually.

For students who are studying programmes with our partner the University of Portsmouth, please see information on their website:

<http://www2.port.ac.uk/careersandrecruitment/media/media,187310,en.pdf>

### **3. Considerations for students**

Transferring to a different institution may have implications for studies and/or finances. Before finalising a transfer, students should consider the possible implications this may have on their loan arrangements with Student Finance England (if applicable). Students are advised to contact the Student Loans Company (SLC) directly to discuss what impact a change could have on them.

### **4. Transfer to another provider triggered by the College's Student Protection Plan**

Where the Student Protection Plan triggers a possible transfer, the College will firstly aim to teach-out all students on their current course. If this is not possible and if the students wish to be transferred to another institution to complete their studies, then the College will facilitate transfer to another Higher Education provider for the student to complete their studies.



The College will act swiftly to consult with students and to offer them suitable and appropriate advice and support, giving as much notice as is possible in the circumstances to inform them what will happen and when.

#### **5. Transfer to another provider**

If a student wishes to transfer to another provider, the College will support the student to transfer to another Higher Education provider for the student to complete their studies by providing a transcript to confirm the student's achievements to date. This will be provided through the relevant awarding body.

#### **6. Transfer into the College**

As a consequence of events at other Higher Education providers triggering a transfer or where a student elects to transfer to the College, the College will consider admission of students onto a similar course, taking into consideration (as appropriate) their completed credits, level attained and/or other study undertaken. This will be managed through our admissions processes.

Students wishing to transfer onto a Pearson HNC or HND programme may do so following the guidance on recognition of prior learning as set out by Pearson:

[https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learnersand-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learnersand-employees/Recognition_of_prior_learning_and_process_policy.pdf)

#### **7. Transfer between courses at the College**

If students request a transfer between courses at the College we will consider the transfer of students onto the requested course, taking into consideration (as appropriate) completed credits, level attained and/or other study undertaken. This will be facilitated through our process for Recognition of Prior Learning. Students wishing to transfer between courses should contact their Programme Leader in the first instance.

#### **8. Advice and Support**

In the event of a transfer in or out of the College advice and support will be available to you individually or collectively. In the first instance, advice is available from the appropriate Programme Leader or their nominee.

#### **9. Management of these arrangements**

The operation of these arrangements will be kept under review by the Teacher Education and Development Manager.

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