

University Centre Colchester

Student Transfer Arrangements

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1 Introduction

This policy sets out University Centre Colchester's approach to students wishing to transfer programmes either within University Centre Colchester or to and from an external organisation.

2 Definitions

The definition of 'Student transfer' is that set out in section 38(2) and (3) of HERA (2017):

38(2) For the purposes of this section, "a student transfer" is where:

- (a) a student transfers from a higher education course ("course X") provided by a UK higher education provider ("the transferring provider") to a different higher education course ("course Y") provided by the same or a different UK higher education provider ("the receiving provider");
- (b) the receiving provider recognises, or takes account of, the study undertaken, or a level of achievement attained, by the student;
 - (i) on course X, or
 - (ii) on another higher education course provided by the transferring provider, when the receiving provider is determining the study to be undertaken, or the level of achievement attained, by the student on course Y, and
- (c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.

38(3) For the purposes of subsection (2), there may be an interval between the student ceasing to undertake course X and starting to undertake course Y.

SECTION A – Transfers involving other providers

3 Inward transfers from other providers

- 3.1 Any student wishing to transfer into University Centre Colchester will be classified as a 'new' student and will be required to apply via the normal application method for the programme of study they wish to access.
- 3.2 All applications are considered equally under the **University Centre Colchester Recruitment and Admissions Policy** which is published on the [University Centre Colchester website](#).
- 3.3 Any student wishing to transfer to University Centre Colchester would initially be considered as holding 0 (zero) transferable credit.
- 3.4 Applicants seeking recognition for prior or experiential learning are considered in accordance with University Centre Colchester's procedures on AP(E)L. These procedures are governed by awarding organisations and criteria may be different dependent on the validating body. All relevant AP(E)L procedures for the awarding bodies that validate University Centre Colchester awards are published on the [University Centre Colchester website](#).
- 3.5 Applicants must note, however, that the award of credit via AP(E)L towards their intended course of study is not guaranteed and may not necessarily directly reflect the value/level of the credit assigned to their current/previous qualification by the validating body, i.e. it may be less.
- 3.6 The AP(EL) procedures of the awarding bodies have specific requirements regarding the volume of credits that can be transferred, how relevancy can be calculated, and the duration of time that can have passed since credits were achieved. These criteria differ between awarding bodies and University Centre Colchester is required to follow the relevant regulations when considering claims.
- 3.7 If an AP(E)L request is approved, the offer to the student will note the volume of credit which has been accredited and the changes to the applicant's planned course structure which result from the approval process.
- 3.8 Where an applicant has previously successfully completed a programme at another provider, and is attempting to use that to meet the entry criteria of a programme, for instance a student who has completed an HND and wishes to apply for a degree top-up programme, the qualification may be considered separately to the process described in paragraph 3.3, if this is listed as an entry requirement within the programmes validation document.

4 Outward transfers to other providers

- 4.1 A student wishing to transfer out of University Centre Colchester will be responsible for all arrangements with the receiving institution.
- 4.2 University Centre Colchester will provide a student with a transcript of their ratified results and credit achievement at the end of their studies. Students can request a transcript of ratified results at any point as per the **University Centre Colchester Transcript Policy**, which is published on the [University Centre Colchester website](#).
- 4.3 A student may request a transcript of their results at University Centre Colchester if they have met the requirements detailed in the **University Centre Colchester Fee Policy** and **University Centre Colchester Transcript Policy**.
- 4.4 Academic Transcripts will only be issued to students if all academic debts have been settled. Further details can be found in the **University Centre Colchester Fee Policy**, which is published on the [University Centre Colchester website](#).

SECTION B - Internal Student Transfers

5 Mode of Study Transfers

5.1 Where an alternative delivery model is validated and available, students may request the following changes:

- To be transferred to a different mode of attendance (Full-time to part-time or vice versa);
- To be transferred to a different qualification (e.g. from a Bachelor's degree to a Foundation Degree or Higher Certificate);
- To be transferred to a different named programme pathway.

5.2 Requirements to make these requests are set out in the **University Centre Colchester Withdrawal, Intermission and Transfer Policy**, which is published on [University Centre Colchester website](#).

6 Programme Transfers

6.1 A first year student may request a transfer to a different programme of study within UCC within the first 4 weeks of study. This will only be accepted if all of the following conditions apply:

- The new course is running and places remain available;
- The student meets the entry criteria of the new programme;
- No formal assessment has already taken place;
- The receiving course team believes the student has the ability to catch up with any missed delivery;
- The student recognises that they may be placed at a disadvantage by commencing studies late;
- The student has met all financial obligations to their previous programme of study;
- The student has not been found guilty of, or is subject to ongoing, disciplinary action by UCC.

6.2 Any current UCC student wishing to transfer programmes for the following academic year will be required to withdraw and commence on the new programme as a 'new'

student. The student will be subject to all requirements relating to new student recruitment.

7 Registration Errors

- 7.1 If a student is identified as being registered on an incorrect programme due to an administration error at the point of registration, University Centre Colchester reserves the right to amend and update the student's registration without the need for a formal transfer request to be submitted by the student.