

HE Student Transfer Guidance

1. Guidance Statement

- 1.1. All providers of Higher Education 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.
- 1.2. Transferring is the process whereby a current student at Bournemouth and Poole College or at another institution, moves from one degree programme to another or one mode of study, for example full-time to part-time. This includes students transferring to Bournemouth and Poole College from another institution and transferring between Bournemouth and Poole College programmes.
- 1.3. Students are advised that before making any decisions about a change of course they should seek out some careers advice. Students can book an appointment with the College CEIAG Advisors via Reception or can call 01202 205312 to book an appointment.
- 1.4. Bournemouth and Poole College works within the Academic Regulations of the awarding bodies i.e. University of Bournemouth, Arts University Bournemouth, Solent University, University of Wolverhampton or Pearson EDEXCEL.
- 1.5. Separate arrangements are in place for students moving from an HND or Foundation Degree into the final year of a degree programme in particular where this is part of a formal agreement with a University or partner University.

2. Reason For The Guidance

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

3. Guidance Objectives

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

Guidance

Transfer into the College from an external institution

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

- 4.1 Transfers into the College from an external institution should not normally take place after the first two weeks of the first teaching term.
- 4.2 Late transfers may be allowed at the discretion of the Programme Leader, but may depend on the assessment requirements of the programme. 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.
- 4.3 Applicants must ensure that they discuss any queries relating to qualifications and programme stage, recognition of credit for previous study or where appropriate calculation of degree classification with the Programme Leader.

- 4.4 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.
- 4.5 The transferring student will receive email confirmation that there is a place together which will include any terms and conditions.

Internal transfer within the College

- 4.6 Transfer between courses will be facilitated by Programme Leaders and in conjunction with the Head of Higher Education for advice on student finance implications and registration with awarding bodies.
- 4.7 Internal transfers are not an automatic right but are subject to:
- A student fulfilling the entry requirements for the programme (including any credit transfer arrangements);
 - Places being available on the programme.
- 4.8 Transfers can take place either within the first two weeks of the first teaching term, or at the end of the academic year after the assessment results have been confirmed.
- 4.9 Late transfers may be permitted at the discretion of the Programme Leader of the receiving programme, but may depend on the assessment requirements of the programme. Late transfer into a programme can be high risk, and the student must be advised that they will not subsequently be able to use this as the basis of any claim for extenuating circumstances or an appeal.
- 4.10 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 are transferring.
- 4.11 Students must be reminded that they may need to discuss the potential implications of their transfer with their appropriate funding body (SFE, other sponsor, parent, etc.) as there may be financial implications associated with the transfer.
- 4.12 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.

4. Definitions

- 4.1. SFE (Student Finance England)

5. Guidance Owner

- 5.1. Head of Higher Education

6. Who Will Need To Know About This Guidance

- All College staff teaching on HE programmes
- Students studying on HE programmes

7. Responsibility

- 7.1. Vice Principal Curriculum

8. Related Policies

Arts University Bournemouth:

<https://webdocs.aub.ac.uk/Regulatory%20Framework%20and%20Undergraduate%20Assessment%20Regulations.pdf>

Bournemouth and Poole College HE Admission Policy:

<https://www.thecollege.co.uk/sites/default/files/attachments/BPC-HE-Admissions-Policy-April-2019.pdf>

Bournemouth University: <https://www.bournemouth.ac.uk/students/help-advice/important-information>

Solent University: <https://portal.solent.ac.uk/support/official-documents/academic-handbook/academic-handbook.aspx>

University of Wolverhampton: <https://www.wlv.ac.uk/about-us/governance/legal-information/policies-and-regulations/academic-regulations/>

Bournemouth and Poole College HE Admission Policy:
<https://www.thecollege.co.uk/sites/default/files/attachments/BPC-HE-Admissions-Policy-April-2019.pdf>