



## **STUDENT TRANSFER ARRANGEMENTS (HE) PLAN**

SLG Owner	Susanne Davies
Date of review	24.01.25
Date of approval	03.02.25
Approved by	Standards Committee
Next review date	23.01.27
Date of EIA if appropriate	N/A
Status (delete as appropriate)	SharePoint/Website

## SCOPE

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 (Condition F2).

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.

Student transfer, for the purposes of this document includes:

- a) Transfer triggered by Dudley College of Technology's Student Protection Plan.
- b) Transfer to another provider from Dudley College of Technology.
- c) Transfer into Dudley College of Technology from another provider.
- d) Transfer between courses at Dudley College of Technology.

In the event of a) and b), above, we will firstly aim to complete teaching for all current students on their original course. Where this is not possible, we will facilitate an appropriate transfer.

In the event of c), above, we will facilitate transfer of students from other providers to Dudley College of Technology where we may be able to offer a suitable alternative course in order for students to complete their studies. Please see information regarding transfer in.

In the event of d), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.

This plan is available to all current and potential students and is reviewed annually. The majority of Higher Education programmes at Dudley College are run as single years of study which can be certified at the end of each year. This allows students the flexibility to move providers easily and with the qualifications they have gained during their study period.

### **Student Transfer triggered by the College's Student Protection Plan**

The Senior Leadership Group (SLG) will establish an appropriate Student Protection Implementation Team to oversee a Student Protection Implementation Plan. This will set out the details of the reasons for the transfer, the manager(s) responsible for the plan, consultation with the Students' Union, the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved. This includes students registered on a programme with a partner university.

## **Transferring into Dudley College of Technology**

As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the College, we will consider admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated 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 at:

<https://qualifications.pearson.com/en/support/support-topics/exams/recognition-of-previous-achievement.html>

## **Transferring out of Dudley College of Technology**

Should transfer to another provider be necessary we will support arrangements to:

- a) Confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through the relevant awarding body.
- b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our College Fees Policy, available on the College website:

<https://dudleycol.ac.uk/our-college/about-us/policies-procedures/>

## **Transfer between courses**

Should students require a transfer between courses a request should be sent to the relevant Curriculum Manager. If this transfer is deemed appropriate the procedures for transferring into Dudley College of Technology will be followed. This should include a recognition of prior learning with the appropriate awarding body.