Loughborough College
Arrangements for students to transfer (HE)

1. Scope and Purpose

1.1 As a registered provider of Higher Education, Loughborough College is required to publish the arrangements it has in place to facilitate student transfers. In this context, the term 'transfer' refers to the process by which a current student, either studying at the college or at another Higher Education Institution, moves ('transfers') from one-degree programme to another. Students may transfer internally within the college, from the college to another Higher Education Institution, or from another Higher Education Institution to the college.

1.2 The college is fully committed to supporting students to transfer within, into, and out of their degree programme where they wish to do so. The college aligns all of its programmes, via its validating institutions, to the Framework for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland. This ensures the comparability of the standards of the awards nationally and internationally, and facilitates student transfer internally and between institutions. This statement applies to:

- current students at other Higher Education Institutions wishing to transfer to a programme of study at the college;
- current students at the college who wish to transfer to another programme at the college;
- current students at the college who wish to transfer to another programme at another Higher Education Institution.

2. Impact Assessments

2.1. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities legislation.

2.2. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

(NOTE: The red text may only be displayed once the IAs are completed)

3. Policy/Procedure (delete as appropriate)

3.1 The eligibility of a student to transfer from another Higher Education Institution to a programme of study at the college is determined by the entry criteria for the programme and the timing of the request to transfer.

3.2 Students from another Higher Education Institution who wish to transfer to a programme at the college should contact the college's Admissions Team (undergradadmissions@loucoll.ac.uk) who will advise the student on the process for application (which may be via UCAS or direct application). Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer.

3.3 Where the proposed transfer is based upon prior attainment, students will be advised on the college's processes for admission via Recognition of Prior Learning. Students seeking to transfer based upon prior attainment will be required to produce a certificate or transcript to support their application, and assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer to.

3.4 In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Team. Students wishing to appeal a decision may do so under the Regulations Governing Appeals and Complaints by applicants against an Aspect of their Admissions Process https://www.loucoll.ac.uk/documents-and-policies

3.5 Students who are currently studying at the college and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to, to seek advice on transferring.

3.6 Students will need to withdraw from their programme of study at the college by writing to their Curriculum Manager in advance of their proposed date of withdrawal. Where a withdrawal has been confirmed, the college will confirm any outstanding attainment via the next available examination board meeting. Where a student achieves, or has already achieved, an interim award, the student will be eligible to have this conferred at the next available graduation ceremony, and will be awarded a certificate and transcript confirming the award. Where a student has completed and passed modules, but does not have sufficient credit for an interim award, the student will be issued with a transcript confirming their completed credit. Where a student requires confirmation of their credit and / or award in advance of the issuing of an official University certificate or transcript to facilitate their transfer to another institution, a letter confirming attainment may be obtained from the Student Registry team.

3.7 The eligibility of a student to transfer for one programme to another at the college is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer. Higher Education students at Loughborough College are normally restricted to transfers within the suite of programmes validated by an awarding body/institution.

3.8 Students seeking to transfer within the college should contact their Personal Academic Tutor in the first instance to discuss their request. If, following discuss with their Personal Academic Tutor, a student still wishes to transfer, they should then contact the Curriculum Manager for the programme they wish to transfer to.

3.9 Transfer between programmes requires the sign off of the Curriculum Manager from the student's original programme of study, and the Curriculum Manager of the proposed new programme of study.

3.10 In the event that an application for transfer is unsuccessful, the student may submit a complaint under the Student Complaints Procedure.

4 Location and Access to the Procedure (delete as appropriate)

The procedure is located on the:

- College Website (www.loucoll.ac.uk)
- Learn Zone site for learners (https://learnzone.loucoll.ac.uk/)

Arrangements for Students to Transfer

Applicable to: Staff

Approved by: Executive

Accessible to: Staff

Document Ref: HE-G002

Last Review: March 2023

Next Review: March 2024

5   Persons Responsible for the Policy/Procedure (delete as appropriate)

- Dean of Higher Education
- Head of Higher Education

6   Linked Policies and Procedures

- Anti-Bullying policy
- Academic Appeals policy
- Whistle Blowing policy

7   Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title
30.05.2023		Transferred to new template	Lewis Hussain	Complaints Procedure

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