



THE  
TRAFFORD  
COLLEGE  
GROUP

<b>Section:</b>	HE Student Transfer Plan
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**REVISION HISTORY**

Version	Date	Author	Description
1	Dec 19	John Simpson	Initial Approval

**APPROVAL**

Version	Committee	Approval Date	Comment
1	HECOMM	Dec 2019	

# HE Student Transfer Plan

## 1. Introduction

- 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 Student Regulatory Framework 2018. 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.
- 1.2 This plan is made for the use of current Trafford College Group (TCG) students, students external to TCG, and staff involved in the transfer process. TCG comprises of Trafford College and Stockport College. For convenience, and unless otherwise indicated the group of colleges are referred to as 'the College' within the document.
- 1.3 TCG defines 'student transfer' as a process where students either currently at TCG or at another higher education provider, moves from one HE programme to another, this may include change in subject, mode of study or award.

## 2. TCG Students Transferring between TCG programmes.

- 2.1 Students may be permitted to transfer between programmes. Where programmes contain identical academic modules, any such modules completed on the original programme will be transferred to the student's new programme as 'credit transfer'. Other modules may be considered under the College's Recognition of Prior Learning policy (RPL). Transferring between mode of study and award is also permitted.
- 2.2 Internal transfer is subject to the College's admission policy and procedure. Students wishing to transfer are effectively applying for a place on a new programme. There is no automatic right to transfer and is subject to a student's suitability to the programme and sufficient spaces being available. Transferring is usually **only** granted:
  - 2.2.1 Within the first four weeks of the first teaching block
  - 2.2.2 At the end of the first year of study, where students have met the criteria for progression to the second year of study.

### **3. Transfer to another provider from the College**

3.1 There may be instances where a current student needs to discontinue their study with the College and move to another provider. Students may be able to use any credits gained at the College exempted from a new provider, perhaps entering a programme at the next level or reduce the amount of time it takes to complete the qualification. Should a student wish to transfer, the college will support this by liaising with our partner awarding body or organisation and will:

3.1.1 Confirm any completed modules, credits and level attained. This will be provided through an exit award and/or a student transcript for students on Sheffield Hallam University or University of Bolton validated programmes or a unit of completion certificate for students on Higher National programmes.

3.1.2 Use the liability periods, published in section 5.4 of the College's HE terms and conditions, to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.

### **4. Transfer to the College from another provider**

4.1 Students from another provider may choose to transfer to the College. The eligibility of a student from another provider to transfer to the College is determined by the programme entry requirement, the timing of the request, and the College's RPL policy. As a result of a student wishing to transfer, the College will consider:

4.1.1 The admissions of a student onto a similar course, taking into account completed modules, credits and level of study already achieved. This will be facilitated through the college's admissions policy and RPL Policy. This may permit an applicant to:

4.1.1.1 Enter with advanced standing (admissions to a later stage or entry point of a particular course) to a TCG HE course.

4.1.1.2 Gain exemption from specific modules within an approved programme of study.

4.2 It should be noted that exemptions are not applicable to all TCG programmes and double counting will not be considered. Credits awarded through the recognition of prior learning cannot be used to gain an award in its entirety.

## **5. Transfer as a result of a course closure**

- 5.1 The Student Protection Plan outlines the measures that the College has in place in the event a programme could no longer run. The College is committed to a 'teach out' approach, this means the College would continue to run the programme to current students but would not enrol new students. This is to assure students that we are committed to ensure they can complete the programme within the time scale specified at enrolment. These details are confirmed in the HE terms and Conditions.
- 5.2 In the unlikely event the continuation of study cannot be achieved, the College will support students to transfer to alternative providers, preferably within the Greater Manchester area and in accordance with our HE Terms and Conditions and Student Protection Plan, The College will refund or compensate affected students.
- 5.3 In addition, the College will work with our validated partners who are jointly responsible for their continued alignment during the delivery of the programme. Students will be provided with an exit award/student transcript ensuring that a student would be able to carry these to an alternative provider.

## **6. Refund and Compensation**

- 6.1 The College's HE Terms and Conditions set out the details of the College's position of refunds and/or compensation in the event that a student transfers in or out of the College or programme is discontinued by the College.

## **7. Advice, Guidance and Support**

- 7.1 Students wishing to transfer between College programmes or to another higher education provider are advised to seek advice from the College's HE Student Support and Guidance Team, who can provide informal advice to ensure students are aware of their options and the consequences of any actions. The team can also liaise with the College's awarding bodies/organisation on the student's behalf. The HE Support and Guidance Team can also support with personal and financial advice.
- 7.2 In the event that the College's Student Protection Plan is initiated, guidance and support will be available from the Dean of Higher Education or nominee. This will usually take place as a collective consultation with the cohort of students affected.
- 7.3 Students wishing to transfer to the College from another higher education provider are advised to initially contact the College's admissions team.

## **8. Contacts**

- 8.1 Current College students wishing to transfer between programme or transfer to another higher education provider should contact the HE Students Support and Guidance Team via email: [HEsupport@tcg.ac.uk](mailto:HEsupport@tcg.ac.uk)
  
- 8.2 External students wishing to transfer to the College from another higher education provider should contact the admissions team via email: [Course.Enquires@tcg.ac.uk](mailto:Course.Enquires@tcg.ac.uk)

## **9. Related Documents**

- [Admissions Policy](#)
- [Recognition of Prior Learning Policy](#)
- [Student Protection Plan](#)
- [Terms and Conditions.](#)