

# HE Student Transfer Policy

*Integrity, Valuing Others, Teamwork,  
Supportiveness*



### **Our Mission**

To inspire learners to recognise and achieve their full potential

### **Our Values**

Excellence, Passion, Team Work, Integrity, Innovation,

Sustainability, Valuing Others and Supportiveness

### **University Centre Sparsholt, incorporating Andover College**

The *HE Student Transfer Policy* was approved by the Board of Governors in October 2019

Equality Impact Assessment

Conducted:

Originator: Assistant Principal Higher Education

Located: College Intranet

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## HE Student Transfer Policy

### 1. What does 'Transfer' mean?

#### 1.1 Transfer is where:

- A student of University Centre Sparsholt changes to another programme, or another mode of study, within University Centre Sparsholt (internal transfer).
- A student of University Centre Sparsholt changes to another programme at a different provider (transferring out)
- A student at a different provider changes to a programme at University Centre Sparsholt (transferring in)

#### 1.2 If a student has achieved credit, all or part of this credit may be transferred to the new programme if approved by the programme tutor. Any transfer must be agreed by University Centre Sparsholt and the University of Portsmouth.

### 2. Internal transfer

#### 2.1 If a student wishes to transfer programmes, they should initially speak with both the current programme tutor and the tutor of the programme to which they wish to transfer. This will ensure that the transfer is the right move academically and that the transfer can be facilitated to the new programme at the time of the request.

#### 2.2 If both tutors agree the transfer, the student will need to ask the current programme tutor to complete an on-line Transfer Form (part of the students personal e-ILP) which will need to be approved by the relevant tutor of the new programme and the Head of Faculty. This will be forwarded to the exams officer in the Admissions department to update the student record and notify the University of Portsmouth of the new programme.

#### 2.3 If the transfer is to a programme in a different subject area and the student has already been awarded credits, there might be a requirement to complete a Recognition of Prior Learning (RPL) form. This will need to be approved by UCS and the University of Portsmouth prior to a transfer being completed. The programme tutors will provide advice on RPL at the time of the request to transfer.

### 3. Fee implications for an internal transfer

#### 3.1 If the student transfers between programmes with different tuition fees, the tuition fee due will be based on the tuition fee and liability period pertaining to each programme registration. Please refer to the 'HE Fees, Refund and Compensation Policy', which can be found at <https://www.sparsholt.ac.uk/policies-reports/> for more financial information on fees.

#### 3.2 Students in receipt of tuition fee or maintenance grants or loans from the Student Loans Company (SLC), are advised to confirm with the SLC that they have transferred programme. The student should confirm their continued eligibility for a student loan with the SLC, particularly if the transfer will extend the duration of study. UCS will also inform the SLC of the transfer.

#### **4. Additional information relating to internal transfer**

- 4.1 If a student has been excluded from a programme at University Centre Sparsholt or has withdrawn, they cannot transfer to another programme. An excluded or withdrawn student can make a new application and it is at the discretion of the new programme tutor to approve the application and if relevant, approve credit for units already achieved. This is dealt with through the Recognition of Prior Learning process.

#### **5. Transfers for registered University Centre Sparsholt (UCS) students transferring out to another provider (Transferring out)**

- 5.1 Where a current UCS student wishes to transfer to a different HE provider, the student is requested to meet with their UCS programme tutor to discuss their intentions. This meeting will ensure that UCS is able to respond to any information requests from the new HE provider that the student wishes to transfer to, in a timely fashion. Please note that UCS is unable to advise students if they will be eligible to transfer to another HE provider, as this will depend upon the requirements of the other provider. Students are advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE provider, particularly if the transfer will extend the duration of study.

#### **6. Transfers for registered students into UCS from another HE provider (Transferring in)**

- 6.1 If a student is interested in transferring to UCS from another HE provider, the student is advised to make initial contact with UCS via the following email address [degreeenquiries@sparsholt.ac.uk](mailto:degreeenquiries@sparsholt.ac.uk).
- 6.2 The initial enquiry will be passed to the appropriate tutor who will make contact with the student who is interested in transferring in, to discuss the programme to ensure that it is appropriate and meets the needs of the student. Entry criteria will be clarified and if appropriate the Recognition of Prior Learning (RPL) process will be discussed to ensure that any relevant credits already achieved will be transferred to the students academic record.
- 6.3 Credits achieved at a previous HE provider that are to be claimed through the RPL process will need to be approved by UCS and the University of Portsmouth prior to a transfer in being completed.
- 6.4 Students are advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing from another HE provider, particularly if the transfer will extend the duration of study.