

# Student Transfer Plan 2020/21

V1. 31/8/20

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## Background

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. 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.

All references to 'the university centre' in this document refer to University Centre Farnborough (UCF).

## Introduction

2. This document sets out our institutional arrangements for students to transfer between providers. It covers arrangements for students transferring out and for those transferring in to University Centre Farnborough (UCF)
3. Student transfer, for the purposes of this document includes:
  - a) Transfer triggered by UCF's Student Protection Plan
  - b) Transfer to another provider from UCF
  - c) Transfer into UCF from another provider
  - d) Transfer between courses at UCF
4. In the event of a) and b), above, we will firstly aim to teach out all current students on their original course, where this is not possible, we will facilitate an appropriate transfer.
5. In the event of c), above, we will facilitate transfer of students from other providers to UCF 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.
6. In the event of d), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.
7. This plan is available to all current and potential students and is reviewed annually.

## Student Transfer triggered by the UCF's Student Protection Plan

8. The UCF HE Quality Officer will establish a Student Protection Implementation Nominee who will produce a Student Protection Implementation Plan. This will set out the details of the reasons for the implementation plan, the responsible manager for the plan (nominated senior academic manager), the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

## Transfer Out of UCF

9. As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:
  - a) Course or discipline closure
  - b) Institutional closure
  - c) Loss of designation
  - d) Loss of accreditation
  - e) Student-led withdrawal
10. 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 a student transcript.
  - b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Fees Policy available on our website.
11. Transfer out of UCF will be facilitated by Admissions in accordance with relevant Student Protection Implementation Plan(s).

## Transfer In to UCF

12. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the university, we will consider:
  - a) 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 for taught awards available at from our Admissions team.
  - b) Admission of students onto an alternative taught course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our process for the 'Recognition of Prior Learning'.

## Transfer between UCF Courses

13. As a consequence of students requesting to transfer between courses at the UCF we will consider:
  - a) Transfer of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate through our process for the 'Recognition of Prior Learning'.
  - b) Transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate through our process for the 'Recognition of Prior Learning'.

14. Transfer between courses at UCF will normally be facilitated by Admissions. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by their current and intended Course Leaders in conjunction with the relevant Vice Principal.

### **Refund and Compensation**

15. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Policy (see website).
16. Compensation for tuition and maintenance costs where students have to transfer courses or provider are in accordance with the UCF Fees Policy.

### **Advice and Support**

17. In the event of a transfer in or out of the UCF advice and support will be available to you individually or collectively. In the first instance, advice is available from the appropriate Vice Principal or their nominee. Information is available on the UCF web site.
18. Independent advice and support is available from the Students' Union Advice Service for students transferring in or out the University.
19. In the event of transfer between courses at the University, advice and support will be available to you individually or collectively. In the first instance, advice will be available from your current Course Director and Independent advice and support is available from the Students' Union Advice Service.

### **Feedback and Contacts**

20. If you have any views, concerns or feedback in relation to transfer arrangements arising under the student protection plan, please contact the UCF HE Quality Officer.
21. Contacts for other enquiries about Student Transfer are:
  - a) Transfer to another provider for a taught award, please contact UCF Admissions.
  - b) Transfer into UCF from another provider for a taught award, please contact UCF Admissions,
  - c) Transfer between courses at UCF, please contact your Course Leader in the first instance.