



## Peter Symonds College Student Transfer Arrangements

### **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.

### **Introduction**

2. This plan explains our institutional arrangements for students to transfer between programmes or providers and includes;
  - a) Transfer between courses at Peter Symonds College
  - b) Transfer triggered by implementation of the College's Student Protection Plan
  - c) Transfer to another provider from Peter Symonds College
  - d) Transfer into Peter Symonds College from another provider
  - e) Transfer to alternative sites where the same programme is taught
3. In the event of a) we will facilitate transfer to suitable alternative course, as appropriate. Please see information regarding transfer between courses.
4. In the event of b) and c) 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 in line with our Student Protection Plan. Please see information about transfer out.
5. In the event of d), we will facilitate transfer of students from other providers to Peter Symonds College when we are able to provide a suitable alternative course to enable students to complete their studies. Please see information regarding transfer in.
6. In the event of e), Where the College delivers programmes at different sites, it may be necessary for students to transfer to the College's main site in Winchester, where they may join a parallel group, if there is a decision to terminate delivery at a particular site.
7. This plan is available to all current and potential students and is reviewed annually.

### **8. Student Transfer between Courses at Peter Symonds College**

As a consequence of students requesting to transfer between courses at the College we will consider:

- a) Transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our process for Recognition of Prior Learning.
- b) Students wishing to transfer between courses should contact their Programme Leader in the first instance.

#### **9. Student Transfer triggered by implementation of the College's Student Protection Plan**

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. See Student transfer out of Peter Symonds College.

#### **10. Student Transfer Out of Peter Symonds College**

Should transfer to another provider be necessary we will provide each student with a transcript which will 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.

Transfer out of Peter Symonds College where it is led by an individual student will be facilitated by the relevant Programme Leader and HE Administrator. Where it is due to circumstances resulting in the implementation of the Student Protection Plan the college will establish a Student Protection Implementation team and identify a manager responsible for implementation of the plan.

#### **11. Student Transfer into Peter Symonds College**

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:

- 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 and Accreditation of Prior Learning processes.
- 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 Admissions and Accreditation of Prior Learning processes.

#### **12. Advice and Support**

In the event of a transfer in or out of the College advice and support will be available to you individually or collectively. In the first instance, advice is available from the appropriate Programme Leader or their nominee.

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