

Student Transfer Arrangement Plan 2019-20

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.

Student transfer, for the purposes of this document includes:

- a) Transfer triggered by Dudley College of Technology's Student Protection Plan
- b) Transfer to another provider from Dudley College of Technology
- c) Transfer into Dudley College of Technology from another provider
- d) Transfer between courses at Dudley College of Technology

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.

In the event of c), above, we will facilitate transfer of students from other providers to Dudley College of Technology 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.

In the event of d), above, we will facilitate transfer to a suitable alternative course, as appropriate. Please see information regarding transfer between courses.

This plan is available to all current and potential students and is reviewed annually.

The majority of Higher Education programmes at Dudley College are run as single years of study which can be certified at the end of each year. This allows students the flexibility to move providers easily and with the qualifications they have gained during their study period.

Student Transfer triggered by the University's Student Protection Plan

The Assistant Principal for HE will establish a Student Protection Implementation Team appropriate to transfer, and will oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the reasons for the implementation plan, the responsible manager for the plan, consultation with the Students' Union, the risks identified and likely implications for students, the communication, support

and advice plan for students and the timescales involved. This includes students registered on a Foundation Degree programme with a partner University.

Transferring into Dudley College of Technology

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 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

Students wishing to transfer onto a Pearson HNC or HND programme may do so following the guidance on recognition of prior learning here:

https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf

Transferring out of Dudley College of Technology

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 the relevant awarding body.
- b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our College Fee Refund Policy, available at <https://www.dudleycol.ac.uk/Portals/0/downloads/college-fee-refund-policy.pdf?ver=2018-11-13-163530-907>

Transfer between courses

Should students require a transfer between courses a request should be sent to the Assistant Principal for HE. If this transfer is deemed appropriate the procedures for transferring into Dudley College of Technology will be followed. This should include a recognition of prior learning with the appropriate awarding body.