

## HE Student Transfer Policy

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| <b>Author:</b>                               | Group Director HE, Adult & IoT                  |
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This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability.

### Alternative Format

This policy is available in alternative formats, to request this, please email [marketingcampaigns@mkcollege.ac.uk](mailto:marketingcampaigns@mkcollege.ac.uk)

## Version Control

| Version Number | Author                         | Approver              | Date approved | Next review date |
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## Change log

| Version Number | Summary of changes |
|----------------|--------------------|
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# Introduction

Providers of Higher Education are required to publish student transfer arrangements in accordance with the OfS regulatory framework. The purpose of this policy is to detail how Milton Keynes College (MKC) will approach each of the following potential student transfer scenarios:

- a) Transfers triggered by implementation of MKC Student Protection Plan
- b) Transfer from MKC to another HE provider
- c) Transfer to MKC from another HE provider
- d) Transfers between programmes within MKC

## Scope

This policy sets out the institutional arrangements for student transfer in scenarios a) to d) for learners enrolled at MKC studying on HNC/HND or validated HE programmes.

This policy does not cover information on fee liabilities, all information relating to refunds and compensation are in the fee policy.

## Student Transfer Procedures

### **a) where a student transfer is triggered by the MKC Student Protection Plan**

In the event that the MKC Student Protection Plan is triggered, MKC will firstly aim to complete the teaching out of current students on the programme of study which is at risk. Where this is not possible, MKC will seek an alternative provider. An appropriate member of the Group Leadership Team will establish a Student Protection Implementation Plan, this will set out the reasons for the plan, the responsible manager, the identified risks and the implications for students, the communication and support available and the timescales. In exceptional cases the OfS may use their powers to issue a Student Protection Direction. In this case the Student Protection Direction would take precedence over this policy.

**b) where a student transfers to another HE provider**

As a consequence of events outlined in MKC 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.

Should transfer to another provider be necessary we will support arrangements to 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.

**c) where a student transfers to MKC from another HE provider**

As a consequence of events at other higher education providers triggering a transfer, or a student electing to transfer to MKC, 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 in line with both the Admissions Policy and Assessment and recognition of prior learning, as appropriate. Students should be aware that just because a course at MKC has a similar title to a course the student may have previously studied, this does not automatically mean that modules will be compatible or that accreditation of prior learning will necessarily be possible, or permitted by the Awarding Organisation.

**d) transfers between programmes within MKC**

Admission of students onto an alternative taught course will be considered taking in consideration completed credit, level attained, or other study undertaken, as appropriate. This will be facilitated through our processes for Admissions and Recognition of Prior Learning.

## Information and Advice

All decisions on student transfers will be made in accordance with the HE Admissions policy and recognition of prior learning.

There is no automatic right of transfer between programmes. Transfer would be subject to sufficient space available on the course, and the transferee meeting appropriate academic and RPL criteria for the new programme.

Providing that the entry conditions are met, permission to transfer will not normally be granted outside of the following time periods:

- Within the first two weeks of the first semester
- At the end of the first year of study, where the student has met the criteria for progression to Yr 2

Exceptions may be granted where the Programme Lead agrees that the structures of the programmes are sufficiently similar, that the student would not be academically disadvantaged by the transfer.

Students at MKC wishing to transfer should discuss with their Programme Lead.

Students wishing to transfer into MKC should contact the admissions team.

## Related Policies and Legislation

Refer to the following documentation in conjunction with this policy:

Complaints policy  
HE Terms and Conditions  
HE fees policy  
HE Admissions Policy  
Recognition of Prior Learning Policy  
OfS regulatory framework