



Student Transfer Arrangements

Introduction

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. In this context, the term 'transfer' refers to the process by which a current student, either studying at the University Campus Oldham – Higher Education at Oldham College (UCO) or at another Higher Education Institution, moves ('transfers') from one degree programme to another.

Student transfer, for the purposes of this document includes:

- a) Transfer into UCO from another provider;
- b) Transfer between courses at UCO;
- c) Transfer to another provider from UCO – student initiated;
- d) Transfer triggered by the College's Student Protection Plan.

In the event of a), we will facilitate transfer of students from other providers to the College where we may be able to offer a suitable alternative course in order for students to complete their studies (see information regarding transfer in).

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

In the event of c) it is the new provider's responsibility to consider the transfer request in accordance with their own admissions policies and procedures.

In the event of d) 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.

Transfers In to UCO at Oldham College

UCO welcomes enquiries from students who wish to transfer into the College and will work to try to achieve a positive outcome where possible and within academic regulations.

Students may seek to transfer to the College for their own reasons or 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:

1. 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 the Recognised Prior Learning process.
2. 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 the Recognised Prior Learning process.

Transfers between College programmes

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

1. Transfer of students onto a similar course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate. This will be facilitated through the Recognised Prior Learning process.



2. 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 the Recognised Prior Learning process.

Transfer between courses at the College will normally be facilitated by the HE Student Services team. 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 Faculty Lead.

Transfer Out of UCO at Oldham College

Students who are currently studying at the UCO and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to, to seek advice on transferring.

Students will need to withdraw from their course at the UCO using the withdrawal notification process. 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.

Transfer out of UCO at Oldham College will be facilitated by the HE Student Services team and Faculty Lead(s) in accordance with relevant procedures and academic regulations.

Transfers triggered by the College's Student Protection Plan

The Principal (or their nominee) will establish a Project Team appropriate to the transfer, that will oversee the requirements of the Student Protection Plan, including details of the reasons for the implementation of the plan, the responsible manager for the plan (normally the Vice Principal for HE and Higher Skills), the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

Financial Implications

Guidance on financial implications can be found in the Refund and Compensation Policy located [here](#).

Advice and Support

In the event of a transfer in or out of the College, advice and support will be available to students individually or collectively. In the first instance, advice is available from the HE Student Services team.

In the event of transfer between courses at the College, advice and support will be available to students individually or collectively. In the first instance, advice will be available from the current Course Leader.