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1	26 May 2015	Jess Hutchings		Initial Creation
2	07 Feb 2018	Debbie Toseland/Amanda Crowle		Initial Creation – DRAFT stage

Higher Education Programme Transfer Procedure

1. Purpose

- 1.1 To ensure that students enrolled on Office for Students designated programmes transfer within the appropriate deadlines.
- 1.2 To notify the Awarding Body and other interested parties of the transfer.

2. Applies to

- 2.1 Cornwall College students who wish to transfer to another Higher Education (Prescribed programme) programme at Cornwall College.
- 2.2 Students wishing to change mode of attendance after enrolment.

3. Responsibility

3.1 Programme Manager (PM) for new programme:

- a. Interviewing the student and assessing whether they should be accepted onto the new programme.
- b. Confirming the terms of the transfer with the student, in writing.
- c. Completing the Higher Education Programme Transfer Form and forwarding it to the relevant Site Administration Office.

3.2 Site Administration Office:

- a. Keying the transfer onto ProSolution.
- b. Forwarding a copy of the Higher Education Programme Transfer Form to the HE Operations Department, whilst retaining the original for their records.

3.3 Administration Finance Office, Camborne: for updating the Student Loan Portal with the transfer details.

3.4 HE Assistant Registrar (HEAR):

- a. Notifying the Awarding Body of the programme transfer.
- b. Presenting students to the Award Assessment Board for the programme they have transferred from, within the same academic year that the transfer took place.

4. Principles of Transfers

4.1 Programme Transfers

The deadline for programme transfers is 31st October. Students wishing to transfer to a new programme after 31st October should apply through UCAS for the next academic year. Students may either continue studying on their original programme whilst their UCAS application is being processed, or may suspend studies.

Students wishing to change their mode of attendance from part time to full time must do so by the 31st October of their first year.

Students wishing to change their mode of attendance from full time to part time should do so by the 31st October. Late transfers are possible but are subject to specific rules. Please see the 'Late Transfers' guidelines in section 4.2.

Transfers are not an automatic right but are subject to:

- a student fulfilling the entry requirements for the new programme (including any credit transfer arrangements)
- any accreditation requirements
- places being available on the new programme

Module choices may be more restricted for students transferring to another programme as the timetable scheduling will normally have occurred before the transfer takes place.

Repeating students transferring within a programme scheme will normally retain their repeat status. A repeat student will carry forward the number of attempts they have already had at the failed modules, regardless of whether they replace a failed module with a different module. A transfer will be permitted only where a repeat student is able to complete their studies within the standard period of registration for their programme.

The new PM must interview the student to ensure their suitability for the programme, discuss any Accredited Prior Learning (APL) and answer any queries relating to final degree calculations etc. Students must be reminded to discuss their transfer with their appropriate funding body as there may be financial implications with the transfer.

If the PM agrees to the transfer, they must confirm the terms of the transfer in writing. Students may not use programme transfers as the basis for an extenuating circumstance claim or appeal.

4.2 Late Transfers

Students are permitted to transfer from full time to part time (of the same programme) after 31 October provided they meet the following criteria:

- a. The student must have valid extenuating circumstances for the modules they have enrolled on, but will not complete, during the academic year of the transfer. It is essential all extenuating circumstances are validated by a formal extenuating circumstance committee.
- b. The student has attended a case conference.

5. Process

5.1 The new PM interviews the student and decides if the transfer may take place. If they accept the student on their programme, they must confirm the terms of the transfer in writing and complete the Higher Education Programme Transfer Form. This form is sent to the Site Administration Office.

5.2 The Site Administration Office keys the transfer onto ProSolution, forwards a copy of the form to HE Operations and retains the original form for their records.

5.3 The HEAR will notify the Awarding Body of the programme transfer.

5.4 The HEAR must ensure that after a transfer takes place, students are presented to the next available Award Assessment Board for their original programme. This will ensure that students are awarded with achieved credit where appropriate.

6. Related Documents

Higher Education Programme Transfer Form

APL Procedure

Determination of Higher Education Programme Fees Procedure

HE Withdrawing and Suspending Studies Procedure