

## **Student Transfers**

### 1. Introduction

Hugh Baird College is registered as a Higher Education provider with the Office for Students and is required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

### 2. Definitions

A student transfer is defined as either:

- a) Transfer to another provider from the College's University Centre initiated by a student,
- b) Transfer to the College's University Centre from another provider initiated by a student, or:
- c) Transfer between courses or modes of study at the College's University Centre initiated by a student.

### 3. Purpose of this document

The purpose of this document is to set out the necessary considerations that enable a student to transfer in a manner that facilitates the continuation and quality of study. This document informs the College's University Centre staff and its students of the principles governing student transfer and ensures compliance with key regulations, as well as the University Centre's policies and its Student Protection Plan. It is the College's aim to ensure that students can continue on their current courses wherever possible. Where this is not possible however, the College shall endeavour to facilitate an appropriate transfer.

### 4. Scope and Principles

The Policy applies to all the College's University Centre staff and students, including a student wishing to transfer to the University Centre.

- Any student has a right to request an internal or external transfer. However, in relation to internal transfer the student does not have the automatic right to transfer to another course or mode of study. Consideration of the request will be made in line with the provisions of this document but may not be possible because of regulatory requirements, lack of the appropriate entry qualifications and/or other reasons such as the course being full.

- The College's Higher Education Tuition Fees Policy contains details on fee liability and should be consulted if a student initiates a transfer or course change. It is the student's responsibility to seek relevant advice in relation to fee implications of any requested transfer.

#### 5. Transfer to another provider from the College's University Centre

Should the transfer to another provider be initiated by a student the College will:

- a) Confirm any completed credit or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript. Eligibility for any appropriate exit award would be determined in accordance with the relevant Assessment Regulations.
- b) Advise upon and calculate any fees due in line with the College's Higher Education Tuition Fees Policy.

#### 6. Transfer to the College from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, the College will consider the admission of a student on to a similar course in a cognate area or an alternative award. This would take into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the Admissions Policy and, where appropriate, utilising the APL processes.

#### 7. Transfer between courses or mode of study at the University

As a consequence of a student initiating a transfer between courses or a change of mode of study, the same process will be followed.