

# Learner Transfer Guidelines

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## Contents

Background .....	3
Introduction and General Rules .....	3
Process for Transferring to Burton and South Derbyshire College .....	3
Staffordshire University Partnership Higher Education (HE) Programmes.....	4
Process for Transferring out of Burton and South Derbyshire College to another Institution .....	4
Staffordshire University Partnership Higher Education (HE) Programmes.....	5
Process for registered Learners transferring between Burton and South Derbyshire Programmes (Course Change).....	5
Process for registered Learners transferring between Modes of Study (part-time/full-time).....	6
UKVI Tier 4 Learners and Programme Transfers .....	6
Staffordshire University Partnership Higher Education (HE) Programmes.....	6
Additional Advice and Guidance .....	6
Staffordshire University Partnership Higher Education (HE) Programmes.....	7

## Background

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.

## Introduction and General Rules

Transferring is the process whereby a current<sup>1</sup> Learner moves from one programme to another, or one mode of study to another.

This includes Learners which may be:

- a) transferring from another institution; or
- b) transferring to another institution; or
- c) transferring between programmes; or
- d) transferring to a different mode of study, for example from full-time to part-time.

These guidelines apply to Learners external to the College; current<sup>1</sup> Learners; and Burton and South Derbyshire College staff involved in the transfer process.

In-year transfers to or between programmes will not normally be permitted if more than 3 weeks of the academic year has elapsed. However, transfer requests may still be submitted for consideration after this period has elapsed but may be declined.

## Process for Transferring to Burton and South Derbyshire College

The eligibility of a Learner from another institution to transfer to a Burton and South Derbyshire College programme is determined by the relevant programme's entry criteria and the timing of the request.

Learners from another institution wishing to transfer to a Burton and South Derbyshire College programme should contact the Central Admissions Team at [admissions@bsdc.ac.uk](mailto:admissions@bsdc.ac.uk) who will, following a preliminary check, advise the Learner if they should apply via the College website or offer a referral to the College Careers Education, Information, Advice and Guidance (CEIAG) Team who will support the Learner in identifying their next steps.

Once the application is received, it will be referred to the relevant academic department for consideration. During the period of consideration staff may request that the Learner attends a face to face interview during which they will consider suitability for the programme.

The period of consideration will be ten (10) College working days.

Following approval of an applicant's request to transfer to a Burton and South Derbyshire College programme, the College's Admissions Team will provide confirmation to the applicant and instructions regarding enrolment.

In the event that the transfer is declined, the applicant will be informed by the Admissions Team and should the Learner wish to appeal the decision they will be advised to consult the College's Admissions Policy (available [here](#)).

## Staffordshire University Partnership Higher Education (HE) Programmes

Learners wishing to transfer to a partnered undergraduate programme should contact Staffordshire University Admissions Team at [enquiries@staffs.ac.uk](mailto:enquiries@staffs.ac.uk) who will assess the information and, if appropriate, advise the Learner to apply via the Staffordshire University website or UCAS.

Once the application is received by Staffordshire University and initial review completed, Burton and South Derbyshire College Admissions Team will be alerted, and the application will be referred to the relevant academic department for consideration. During the period of consideration staff may request that the Learner attends a face to face interview during which they will consider suitability for the programme. Learners transferring whose admission is based on prior attainment will be required to provide the original certificate or transcript at time of interview. The period of consideration will be ten (10) College working days.

Following approval of an applicant's request to transfer to a Burton and South Derbyshire College on a partnered Staffordshire University programme, the University's Admissions Team will provide confirmation to the applicant and instructions regarding enrolment.

In the event that the transfer is declined, the applicant will be informed by Staffordshire University's Admissions team and should the Learner wish to appeal the decision they will be advised to consult the University's Admissions Policy (available [here](#)).

## Process for Transferring out of Burton and South Derbyshire College to another Institution

To begin the process of transferring out of a programme, a Burton and South Derbyshire College Learner<sup>1</sup> must firstly submit a request to "Withdraw" from their current programme of study.

If the Learner has not already spoken to a Careers Education Information, Advice and Guidance Advisor, they may then contact them to discuss your request in more detail.

Once the withdrawal has been confirmed by the College Withdrawal Panel, confirmation of the Learner's achievement at the College will be provided as follows:

- **Learners with an Interim Award**  
Where a Learner wishes to transfer from Burton and South Derbyshire College to another institution following completion of a level of study which provides for an award a certificate and transcript will be provided. This certificate is made available following confirmation of the award by a Board of Examiners.
- **Learners without an Interim Award but with Completed Modules**  
Where a Learner wishes to transfer from Burton and South Derbyshire College to another institution following completion of one or more modules, which has not resulted in an interim award, the Course Leader may request from the MIS team a "No Award Transcript". This transcript will be provided in an electronic or hard copy and will be endorsed by the relevant curriculum department. The transcript will provide details on all assessment and modular blocks undertaken by the Learner whilst registered on their current programme, and will include the level of study, the number of credits and the grades achieved.

Transferring may have an effect on your funding, and you may still be liable for some fees. Please refer to the College's Fees and Charge Policy which is available [here](#).

## Staffordshire University Partnership Higher Education (HE) Programmes

Learners wishing to transfer from a partnered Staffordshire University programme should ensure they check on the academic and financial issues first: sometimes, changing course might have funding implications (see the [Refund and Compensation Policy](#)). Contact the Learners' Union Learner Advice Centre by email [sac@staffs.ac.uk](mailto:sac@staffs.ac.uk) or telephone 01782 294629.

To begin the process of transferring out of a programme, a Learner studying a partnered Staffordshire University programme must firstly notify the University via eVision Portal, by going to the 'My Course' section and under the 'Thinking of Leaving, changing your course or study mode or having a break from your course', click on the contact form and complete the details requested.

If you have not already spoken to a Student Guidance Advisor (details below), they will then contact you to discuss your request in more detail and offer additional guidance on the University's transfer process.

## Process for registered Learners transferring between Burton and South Derbyshire Programmes (Course Change)

Learners who have fully enrolled and registered at the College may change their learning either directly or indirectly.

- **Indirect changes** will be considered to be either a technical or an internal change, which can be driven by factors such as funding eligibility. The decision to make such a change will always be underwritten by the College's adaptive framework and be made with the Learner's best interests considered first and foremost.
- **Direct changes** of learning occur when a Learner wishes to change the pathway of their learning journey, meaning that they wish to move to a different curriculum area from their original choice. When a Learner declares their interest or intention to move area, their course leader will refer them to CEIAG team to support the Learner in making their decision.

If the decision to change course remains firm, the Learner must then apply to the course that they wish to join and be interviewed by the leader of that course. The course leader will assess their suitability, academic ability and the timing of their application to make a decision on entry to the course. The next step is for this Course Leader to ensure the Learner goes through the standard enrolment process which must be completed before the Learner can be withdrawn from the original course.

If the learner was liable for fees, inclusive of Higher Education or Advanced Learner Loans, in the first instance they will remain liable for these in line with the College Fees and Charges policy, but the fees may be subject to adjustment based on any difference in costs of the respective courses. The College Fees and Charges Policy is available [here](#).

In the interim period, the Learner must continue to attend the course that they wish to leave.

When the withdrawal panel is assured that the process is complete, the withdrawal will be approved, and the learner will be removed from the course.

## Process for registered Learners transferring between Modes of Study (part-time/full-time)

In the situation that a Learner wishes to change their course from part time to full time the process is as above but is subject to certain requirements. Where a Learner is under 18 years of age and wishes to transfer to part time provision the withdrawal panel must be satisfied that there are exceptional circumstances behind the learner's request in order to receive approval which would mean they should not meet the mandated minimum of 12 hours per week in education.

## UKVI Tier 4 Learners and Programme Transfers

### Staffordshire University Partnership Higher Education (HE) Programmes

UKVI Tier 4 Learners wishing to transfer to a partnered Staffordshire University programme from another higher education institution or wishing to transfer out of a partnered Staffordshire University programme to another higher education institution, will be subject current UK immigration rules.

UKVI Tier 4 Learners wishing to begin the process of transferring out of a partnered Staffordshire University programme must firstly either\* notify the College via the process described on page 4 or the University via eVision Portal, by going to the 'My Course' section and under the 'Thinking of Leaving, changing your course or study mode or having a break from your course', click on the contact form and complete the details requested (\*depending on type of course and whether the course is delivered in partnership with a university. Learners that are unsure of this should seek advice from the International Team in the Learner Hub).

UKVI Tier 4 Learners who are transferring to another institution will have their sponsorship from the current institution withdrawn. Learners are advised to contact their new institution for details on how to apply for a new UKVI Tier 4 Visa.

A current<sup>1</sup> UKVI Tier 4 Learner wishing to transfer to another partnered Staffordshire University programme should ensure they continue to act in accordance with the rules relating to their UKVI Tier 4 Visa. Failure to abide by these rules may put the Learners' immigration status at risk and leave the institution with no option but to withdraw sponsorship of your Visa. This would lead to withdrawal and the curtailment (cancellation) of the Learners' visa.

Further information is available from UK Visas and Immigrations at <https://gov.uk/government/publications/guidance-on-application-for-uk-visa-astier-4-Learner>

## Additional Advice and Guidance

For additional guidance regarding transfer process, external Learners should contact [admissions@bsdc.ac.uk](mailto:admissions@bsdc.ac.uk) or by telephoning 01280 494400 and current<sup>1</sup> Burton and South Derbyshire College Learners should contact [isenquiries@bsdc.ac.uk](mailto:isenquiries@bsdc.ac.uk).

To speak to our Careers Education, Information, Advice and Guidance team please call 01283 494473 or alternatively email [iag@bsdc.ac.uk](mailto:iag@bsdc.ac.uk) to arrange a 20 minute appointment with and Advisor. We aim to answer enquiries within two (2) working days.

Learners are advised to contact the Student Loans Company (SLC) directly for assistance in relation advice and guidance on Student Finance or Advanced Learner Loans and are reminded that the SLC will not discuss personal details with the college.

### Staffordshire University Partnership Higher Education (HE) Programmes

For additional guidance regarding transfer process around partnered undergraduate programmes, external Learners should contact Staffordshire University Admissions Team at [enquiries@staffs.ac.uk](mailto:enquiries@staffs.ac.uk) or by telephoning 01782 294400 and current Learners should contact [Learnerhub@staffs.ac.uk](mailto:Learnerhub@staffs.ac.uk).

To speak to a Student Guidance Advisor, you can:

- **Stoke Campus:** book a 30-minute appointment with an Advisor through this [link](#).
- **Centre of Excellence, Royal Shrewsbury Hospital, Shrewsbury Campus, Centre of Excellence, Blackheath Lane, Stafford Campus:** please email the team [support@staffs.ac.uk](mailto:support@staffs.ac.uk).

Staffordshire University aim to answer enquiries within three (3) working days, however, if it takes slightly longer for a response please be patient and they will get back to you

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<sup>1</sup> “Current” Burton and South Derbyshire College Learners refers to fully enrolled Learners.