



St Helens College



University Centre  
St Helens

# Student Transfer Policy

**Relating to:** UCSH

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## **1. Regulatory Background**

The Higher Education and Research Act 2017 defines “a student transfer” as being where –

- (a) a student transfers from a higher education course (“course X”) provided by a UK higher education provider (“the transferring provider”) to a different higher education course (“course Y”) provided by the same or a different UK higher education provider (“the receiving provider”);
- (b) the receiving provider recognises, or takes account of, the study undertaken, or a level of achievement attained, by the student –
  - (i) on course X, or
  - (ii) on another higher education course provided by the transferring provider, when the receiving provider is determining the study to be undertaken, or the level of achievement attained, by the student on course Y, and
- (c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.

Transferring is the process whereby a current student, either at University Centre St Helens or at another institution, moves from one higher education programme to another, or one mode of study, for example full time to part time, to another. This includes students transferring to University Centre St Helens from another institution; transferring from University Centre St Helens to another institution; transferring between University Centre St Helens higher education programmes; or transferring to a different mode of study, for example from full-time to part-time.

## **2. Scope of the Policy**

This policy applies to potential higher education students external to University Centre St Helens; current University Centre St Helens students on higher education programmes; and University Centre St Helens staff involved in the transfer process.

The University Centre is aware that occasionally, a student may seek to change their programme of study; this may be for a number of reasons. It may be the student has decided that they no longer have an academic interest in the subject for which they initially registered or that they wish to pursue another subject. In either case, dependent upon circumstances, the following procedures should be applied.

### **3. Internal applications for transferring between University Centre St Helens' higher education programmes**

University Centre St Helens' higher education programmes are validated by the following Higher Education Institutions (HEIs) / awarding organisations:

- The University of Lancashire (Formerly UCLan)
- The University of Chester
- Liverpool John Moores University (LJMU)
- Pearson

Each validating HEI / awarding organisation has its own process for application to transfer programme. Students, in principle, can transfer between programmes, subject to approval, but there is no automatic right of transfer between programmes. Transfer is subject to sufficient space being available and the applicant meeting the academic criteria and requirements for the new programme.

In-year transfers to or between University Centre St Helens Higher Education programmes will not normally be permitted if more than 2 weeks of the academic year has elapsed, as it becomes increasingly difficult to catch up on the content of a new programme, especially where practical work is concerned; however, each application will be considered based on its own individual circumstances.

If a student is already enrolled on a higher education programme at University Centre St Helens and wishes to transfer to another programme, they must contact their existing Programme Leader as soon as possible to notify them of their request to apply to transfer. The Programme Leader will provide advice and guidance on the application process.

Procedures for application to transfer must follow those set within the regulations of awarding/validating bodies and it must be noted that there may be financial implications for students transferring programmes. Useful reference points to inform your decisions are:

- UCLan Student Support Course Change website: Course or module change ([sharepoint.com](https://sharepoint.com))
- University of Chester website: Transferring courses to, from, or within the University of Chester [Transfers | University of Chester](https://www.chester.ac.uk/transfers)
- LJMU Internal Programme of Study Transfer Policy - <https://www.ljmu.ac.uk/-/media/sample-sharepoint-libraries/policy-documents/67.pdf>

### **4. Internal applications for transferring from a University Centre St Helens higher education programme to another institution**

All Higher Education Institutions (HEIs) and awarding organisations have their own regulatory requirements governing students transferring to their programmes. If a student wants to transfer from a University Centre St Helens higher education programme onto a programme awarded by another HEI, they are advised to contact the Admissions Department of the HEI that they want to transfer to for advice and guidance.

In all cases, the student must inform their Programme Leader of their intentions so that they can provide the student with support and advice as appropriate.

Students can also access further support, if necessary, by contacting the College Careers Officer, Paul Whitehead:

Email: [PWhitehead@sthelens.ac.uk](mailto:PWhitehead@sthelens.ac.uk)

Tel: 01744 623236

## **5. External applications to transfer to a University Centre St Helens higher education programme from another institution**

If a student is applying to transfer to a University Centre St Helens higher education programme from another institution, then they will normally have to either meet the academic entry requirements for the new programme or be able to provide evidence of Accreditation of Prior Experience and Learning (APEL) or Recognition of Prior Learning (RPL). APEL/RPL is the process used to assess and formally recognise learning that has taken place in the past with the aim of gaining exemption from part of the course. Such learning may have been:

- undertaken at another educational institution where qualifications and academic credits were achieved;
- attained from experiences outside the formal education and training systems (e.g. work/ life experience).

Applications for APEL/RPL are considered by the appropriate validating/awarding body prior to enrolment. The prior learning or experience must be relevant to the applicant's proposed new course of study. Procedures for recognising APEL/RPL must follow those set up in the regulations of validating/awarding Bodies and is usually facilitated by the Programme Leader in conjunction with the relevant HEI.

If a student wants to transfer to a University Centre St Helens higher education programme and/or apply for APEL/RPL consideration, they will need to contact either the relevant Programme Leader or the Admissions Team [admissions@sthelens.ac.uk](mailto:admissions@sthelens.ac.uk) in the first instance for further guidance.

## **6. Transferring Mode of Study**

On some of the higher education programmes offered by University Centre St Helens it is possible to transfer from a full time to part time mode of study and vice versa. A student will need to contact their Programme Leader in the first instance to see if this is possible on their programme of study. If applicable, the Programme Leader will then provide the student with the appropriate advice and guidance through the transfer process.

Please note that there may be financial implications for students transferring study mode. For example, a student receiving a Student Loan on a part-time mode of study, may not be eligible for a Student Loan on a full-time mode, depending on their previous studies. For support with questions or concerns regarding student finance, students can contact Kieron Potter, Student Finance, Welfare and Guidance

Manager:

Email: [KPotter@sthelens.ac.uk](mailto:KPotter@sthelens.ac.uk)

Tel: 01744 623238

## **7. Further Information**

In case of any enquiry relating to this policy, please contact [ucsh@sthelens.ac.uk](mailto:ucsh@sthelens.ac.uk)