



Student Transfer Policy

Introduction

Cardinal Newman College is registered as a Higher Education provider with the Office for Students. The college 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.

Purpose of the Policy

The purpose of this Policy is to set out the necessary institutional arrangements that enable a higher education student studying at Cardinal Newman College to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs. The Policy informs Cardinal Newman College staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the College including, Admissions, Assessment, Fees, Recognition of Prior Learning (APPL/APEL).

It is Cardinal Newman College's aim to ensure that students are able to continue on their current courses wherever possible, where this is not possible the College will facilitate an appropriate transfer. Student transfer for the purpose of this Policy is defined as:

- a) Transfer to another provider from Cardinal Newman College initiated by a student.
- b) Transfer to Cardinal Newman College from another provider initiated by a student.
- c) Transfer between courses at Cardinal Newman College initiated by a student.

Scope and Principles

The Policy applies to all Cardinal Newman College Higher Education staff and students, including a student wishing to transfer to Cardinal Newman College.

A number of principles will be applied:

1. 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 delivered here at Cardinal Newman College. Consideration of the request will be made in line with this policy but may not be possible because of regulatory requirements, lack of the appropriate entry qualifications and/or other reasons such as the course is full.
2. In the event that a student initiates a transfer or course change the student must seek support and guidance regarding their course fee liability from the HE finance manager. It is the student's responsibility to seek relevant advice in relation to fee implications of any requested transfer.

Transfer to another provider from Cardinal Newman College

Should the transfer to another provider be initiated by a student of Cardinal Newman College we will

1. 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.
2. Advise the student upon course fee liability and calculate any fees due.

Transfer to the University from another provider

As a consequence of events at another provider activating a transfer or as a result of a student electing to transfer, Cardinal Newman College will consider:

1. The admission of a student on to a similar course in a similar area of study or an alternative award, taking into account completed credit, level of study and any other previous study, as appropriate. The process will be facilitated through the college's Recruitment, Selection and Admissions processes and, where appropriate, utilising APL/APEL processes.

Transfer between courses at Cardinal Newman College

If a student initiates a transfer between courses with Cardinal Newman College, the same process as above will be followed. Students this will be supported through the course change process by the Assistant Principal HE and the Programmes Lead.