



Student Transfer Policy

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Staff Member Responsible	Director of Training/Registrar
Related Policies	Student Protection Plan, Admissions Policy and protocols

Amendment History

Revision Summary	Date Approved	Author

Irish Baptist College

Student Transfer Policy

Introduction

1. All providers of Higher Education in Northern Ireland are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017. A student transfer is defined within Section 38 of the Higher Education Research Act.

Purpose of Policy

2. The purpose of this Policy is to set out the necessary institutional arrangements that enable a student to transfer in a manner that facilitates the continuation and quality of study for all students whenever a transfer occurs.
3. The Policy informs the College's staff and students of the principles governing student transfer and ensures compliance with key regulations/policies within the College including, Admissions, Assessment, Fees and Charges, Recognition of Prior Learning, Research, Student Protection Plan and UK Visas and Immigration (UKVI) Compliance.
4. It is the 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.
5. Student transfer for the purpose of this Policy is defined as:
 - a) Transfer to another provider from the College initiated by a student;
 - b) Transfer to the College from another provider initiated by a student;
 - c) Transfer between courses or modes of study at the College initiated by a student;
 - d) Transfer as a result of the initiation of the College's Student Protection Plan.

Scope

6. The Policy applies to all students, including a student wishing to transfer to the College.

Policy Statement

Transfer to another provider from the College

7. Should the transfer to another provider be initiated by a student, the College will:
 - a) Confirm any completed credit, level attained or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript or record of progress. You can obtain a print out of your current transcript by contacting the Registrar: registrar@thebaptistcentre.org.
 - b) Use the liability periods, published in the College's Tuition Fees Policy, to calculate any payments due or to be refunded should a student withdraw from the College to transfer to another provider.
8. Students must settle any outstanding fees before withdrawal from a programme of

study and return any books borrowed from the library. The College reserves the right to take legal action against (former) students who fail to pay their fees and/or to return books. See the College's Tuition Fees Policy¹.

Transfer to the College from another provider

9. 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:
 - a) The admission of a student onto a similar course in a cognate area or an alternative award, taking into account completed credit, appropriate level of qualifications, level of study and any other previous study, as appropriate. The process will be facilitated through the College's Admissions Policy and protocols, and be in accordance with the regulations of the appropriate degree-awarding authority.

Transfer between courses or mode of study at the College

10. As a consequence of a student requesting a transfer between courses the College will consider:
 - a) The transfer or progression of a student between taught courses. This will be considered by the Admissions Committee who will ensure, in consultation with the Director of Training, that the requirements for progression and awards laid out in the academic regulations of the appropriate degree-awarding authority and relevant programme specifications are complied with, as well as any other admissions criteria specified in the admissions protocols for that course. This will be facilitated through the internal transfer process detailed in Appendix A.
11. As a consequence of a student requesting to transfer between modes of study on the original enrolment award, the College will invite the student to discuss their request with the Director of Training or Postgraduate Director as appropriate, who will advise the Admissions Committee, as above. This will be facilitated through the internal transfer process detailed in Appendix A.

Transfer as a result of the initiation of the College's Student Protection Plan

12. The College is committed to teaching-out any students studying on courses or modules that are planned for future closure. It is considered highly unlikely that teach-out would not be possible for such students.
13. In the improbable event that the continuation of study cannot be sustained, the College will support the student in transferring to an alternative provider and/or will, as appropriate, refund or compensate the student. Students who transfer to another institution and who have not completed their programme of study may be eligible for an exit (or intermediate) award. The degree awarding authority will make the award if the student is eligible when leaving their programme of study.

¹ <https://irishbaptistcollege.org/resources/downloads/tuition-fees-policy/>

Refund and Compensation

14. The College's Tuition Fees Policy contains details of the institution's position on refunds.

Advice and Support

15. In the event of an individual student transfer, advice and support will be available via the Director of Training and the Registrar.
16. In the event that the College's Student Protection Plan has been activated, advice and support will be available from staff, but normally the Director of Training and the Registrar. If an appointment is necessary, students can make an appointment by emailing the appropriate member of staff. The College will communicate with students in an open and transparent manner.

Contacts

17. Further information regarding the student transfer processes can be obtained as follows:
 - a) For transfer to the College from another provider, please contact the Director of Training: davy.ellison@thebaptistcentre.org
 - b) For a transcript to support an application to transfer from the College to another provider, please contact the Registrar: registrar@thebaptistcentre.org
 - c) For transfer between courses or mode of study at the College, please contact the Registrar: registrar@thebaptistcentre.org

Appendix A - Internal Transfer Process for Taught Awards

General	<ol style="list-style-type: none">1. A student has the right to request an internal transfer, and all transfer requests will be considered according to the principles set out in this Policy. A student does not have an automatic right to transfer from one course or mode to another.2. Internal transfers are a subset of admissions. Since students are effectively applying for a place on a new course, they must meet the admissions criteria of the course for which they are applying (including e.g., Access NI checks), and be formally accepted onto the new course.
Finance	<ol style="list-style-type: none">3. A transfer of course may have an impact on funding or tuition fees. It is the student's responsibility to seek advice from the Registrar, in order to make an informed choice, and this must be confirmed on the transfer form.
Student Visas	<ol style="list-style-type: none">4. Only some students on a Student Visa are permitted by UKVI to change from the course they are currently studying, and for which their Confirmation of Acceptance of Studies (CAS) was assigned, to an alternative course without first completing their current course. In order to comply with the relevant UK legislation and immigration regulations, the College will notify the immigration authorities, where relevant, of any subsequent changes to a student's registration status. The ability to change course is dependent on each individual student's conditions of leave, which differ according to the date on which a student applied for that leave. Further details can be found at https://www.gov.uk/government/organisations/uk-visas-and-immigration

<p>Process</p>	<ol style="list-style-type: none"> 5. It is the responsibility of a student seeking a transfer to approach the Director of Training (in the first instance) in the case of transfer from another provider, or the Registrar in the case of transfer from one course or mode of study to another. 6. Students seeking to transfer should provide all relevant information required by the new course in order to evidence that they meet the admissions criteria. 7. Approval for transfer will be made by the Admissions Committee, in consultation with the Director of Training, in line with the College's Admissions Policy, admissions protocols and the academic regulations in force at the time, as appropriate. The College may also consider any potential financial considerations pertinent to the decision. 8. If the student wishing to transfer does not meet the admissions criteria or financial assessment, the College has the right to decline the request. 9. If a transfer is approved, the Admissions Committee will issue the student with a new offer letter. 10. If a transfer is approved for the end of the academic year, the credits (not grades) from the original course will be recorded on the student's new course record in accordance with the relevant academic regulations. Grades achieved whilst enrolled on the new course will be used to calculate the final award outcome, in line with the relevant Assessment Regulations.
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Guidance for Decision Making	<ol style="list-style-type: none"> 11. An in-year course transfer must be completed and approved within two weeks of the start date of the course unless the modules for the current course are equivalent to those for the new course, and no change in module selection is required.² Students remaining on the same course but wishing to transfer from one mode of study to another will need to do so at an appropriate point in the academic cycle, as advised by the Registrar or Director of Training. 12. An end of academic year transfer may be considered, provided that: <ol style="list-style-type: none"> a) The student continues to attend their original course until the end of the academic year, attempts any associated assessments and is in a position to progress from the original course under the degree-awarding authority's academic regulations for taught awards. b) The College is satisfied that the learning outcomes from the original course/mode of study provide an adequate foundation for pursuing the new course, as per the degree-awarding authority's academic regulations for taught awards. 13. Students who have exhausted all opportunities to successfully complete modules may be considered for an alternative programme of study in consultation with the Director of Training and subject to the approval of the Admissions Committee. 14. Where a course/mode of study transfer takes place that requires a student to repeat a level, any modules undertaken on the original award must not be repeated on the new award, in line with the relevant academic regulations for taught awards. 15. Students who wish, in exceptional circumstances, to transfer course or mode of study in mid-year should contact the Registrar to discuss the feasibility of different options. If such a student is transferring from another institution, the normal admissions criteria apply, and the relevant admissions protocols must be followed. Mid-year transfers cannot be guaranteed, and students may be required to wait until the start of the new academic year. 16. The degree-awarding authority's academic regulations in force at the time will dictate the minimum number of credits a student must gain on the new course. For example, it would normally be expected that a student who transfers to a different course in the middle of a standard 360-credit undergraduate degree should complete at least half of the credits (180) on the new course.
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² The College would expect that in-year transfers not initiated within two weeks of the start date of the course, would be granted in exceptional circumstances only.

	17. Students who transfer from one pathway to another within a degree programme, may need to complete additional non-credit bearing work where pre-requisite or professional body requirements necessitate this.
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