

Process for: Stu 1n	Transfer Arrangements for Students on HE Programmes
Process owner:	Deputy Principal, Curriculum, Performance & Innovation
To ensure that:	HE students can transfer to another HE programme
Which applies to:	All HE students
Monitoring and evaluation:	Head of Higher Education

Introduction

The college is fully committed to supporting students to transfer within, into, and out of the college where they wish to do so. In this context, the term 'transfer' refers to the process by which a current student, either studying at the college or at another college/higher education institution, moves ('transfers') from one higher education programme to another. Students may transfer internally to another course within the college, to another college/higher education institution, or from another college/higher education institution to the college.

This statement applies to:

- current students at other colleges/higher education Institutions wishing to transfer to a programme of study at the college;
- current students at the college who wish to transfer to another programme at the college;
- current students at the college who wish to transfer to another college/higher education institution.

Procedure

Programme changes will be handled equitably across the college.

Students do not have an automatic right to change their higher education programme. If a student has the necessary entry qualifications and there are places available on the course, they may be considered for a transfer.

Process for Students Transferring from another College/Higher Education Institution to the College (Transfer In)

The eligibility of a student to transfer from another college/higher education institution to a programme of study at the college is determined by the entry criteria for the programme and the timing of the request to transfer.

Students from another college/higher education institution who wish to transfer to a programme at the college should contact the college's admissions team (information@bcot.ac.uk) who will advise the student on the process for applications.

Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. The academic tutor will review the transfer information and advise the student if the transfer is possible or not.

Date Reviewed: Jan 2025	Date Impact Assessed: Jan 20, Jan 23; no changes July 25	Date Review Due: July 2027
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Process for Students Transferring from the College to another College/Higher Education Institution (Transfer Out)

Students who are currently studying at the college and who wish to transfer to another college/higher education institution should contact the institution they wish to transfer to and seek advice on transferring.

Students will need to withdraw from their programme of study at the college. They should discuss this with their academic tutor and complete the withdrawal paperwork.

Process for Students Seeking to Transfer within the College

The eligibility of a student to transfer from one programme to another at the college is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer.

Students seeking to transfer within the college should contact their academic tutor in the first instance to discuss their request and the options available. If, following discussion with their academic tutor, a student still wishes to transfer, they should then contact the academic tutor for the programme they wish to transfer to.

Transfer between programmes requires the sign off of the course director from the student's original programme of study, and the course director of the proposed new programme of study.

Transfers requested after the fourth week of teaching in the autumn term will not normally be allowed within the same academic year. If there are exceptional circumstances for requesting a change, after the deadline, then this should be discussed with the Head of Higher Education.

Any changes made to the higher education programmes may have implications on the duration of study, fees and/or funding. The Student Records Manager can give advice on this.

Students studying in the UK on a Tier 4 visa should also contact the student records team student.records@bcot.ac.uk before submitting a request to transfer their higher education programme.

Changing Optional Modules

Students do not have an automatic right to change optional modules. If the student has the necessary pre-requisites and there is space in the class, then the change may be approved. All changes should be discussed with the academic tutor.

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