

Student Transfer Procedure		
Lead: Steve Mulligan	Status: Approved	
Version: 1	Date of Version: September 22 nd 2023	
Approving Body: Executive Team Higher Education Quality and Standards	Supersedes: N/A	
Approved on: 24 October 2023	Next Review date: September 22 nd 2024	
Equality analysis tool ¹		
1.	Is the policy relevant to the public sector equality duty?	No
2.	Have any concerns previously been raised about this policy or practice?	No
3.	Is likely to result in discrimination against a protected group?	No
4.	Does this policy positively contribute to the participation of under-represented groups in the College's activities?	No
Version Control		
Version	Date	Change(s)
Access		
Location	Yes	
Service Centre	No	
Document Centre	Group Shared Drive	
Public Website	Selby College, Wakefield College	
Communication		
Medium	Audience	
HE Quality and Standards Committee	All staff who are responsible for the delivery of Higher Education. All Higher Education students.	

¹ The Screening Template relating to the Student Transfer Procedure can be found on page 5 of this document.



Heart of Yorkshire

Education Group

Version 1: 21st September 2023

Author: Steve Mulligan

Student Transfer Procedure

Introduction

As a registered provider of higher education, The Heart of Yorkshire Education Group (the Group) must publish a Student Transfer Plan (STP) which sets out how it will manage the institutional arrangements for students to transfer between providers. The STP is aimed at providing students and potential students assurances that provision is in place for the unlikely event of a situation, which could influence the continuation of a programme of study and also comprises of the measures in place for students transferring out and for those transferring into the Group.

Definitions of student transfer:

- Transfer activated by the Heart of Yorkshire Education Group Student Protection Plan
- Transfer to another provider from the Group
- Transfer into the Group from another provider
- Transfer between courses at the Group

Default position

In circumstances where the Group withdraws a programme from future recruitment, the Group will attempt to guarantee that all students are able to complete their study within the original timescale of their programme. Partnership agreements with Universities include termination terms aimed at ensuring the student experience is not compromised during any end of any partnership, the original programme is 'taught out' for the duration of the students expected completion. The Group will meet with the University and implement a strategy mutually to ensure that the correct arrangements are in place for the completion of programme/modules and students at that time. In the unique circumstances that 'teach out' would not be possible the Group would seek to support continuation of study by offering a transfer onto a similar or replacement programme or by providing support to transfer to an alternative provider (for example providing certification of credit or a record of academic achievement).

Transfer activated by the Heart of Yorkshire Education Group course closure process as per Student Protection Plan

This may include, but is not limited to:

- Course closure
- Institutional closure
- Withdrawal by validating partner University
- Loss of accreditation

Should transfer to another provider be required, the Group will implement measures to:

- a) Confirm any completed credit, level attained or study undertaken as appropriate so it is possible for student to transfer to another provider promptly or at a later date. This information would be provided through a student transcript.
- b) Receive a refund for all/part fees where transfer of completed credit is not possible, in accordance with our Refund and Compensation Policy.

Process

The Higher Education department will facilitate the transfer process and will oversee the implementation of the Student Protection Plan in consultation with the Student Committee as part of the Higher Education Enhancement Panel. The consultation process will clearly set out the details of the reasons for the implementation of the plan, the risks identified and likely implications for students, the communication, support and advice plan for students and the timescales involved.

Transfer to another provider from the Heart of Yorkshire Education Group

The student should contact the institution that they are transferring into to apply for the proposed transfer. The Group will support by confirming completed credit, level attained, or study undertaken as appropriate so a student may transfer immediately to an alternative provider or at a later date. This is confirmed through a student transcript once an exam board has occurred with the awarding University or awarding body. Support is available within the Higher Education department.

Transfer into Heart of Yorkshire Education Group from another provider

Transfer from another provider will be facilitated by admissions within the Higher Education department in conjunction with the receiving programme leader. Where the transferee is planning to use credit gained from another institution the APL/APEL process will be initiated to make a judgement in partnership with the programme team as to the amount of credit which is valid. Advanced entry will be supported where there is a sufficient equivalent with the selected programme.

Transfer between programmes at the Heart of Yorkshire Education Group

Transfer between programmes will be facilitated by admissions within the Higher Education department if prior to the programme commencing. If the programme has commenced the programme team will facilitate any transfer. If the receiving programme team consider that a student would be disadvantaged by transferring part way through the academic year then the student may be advised to defer until the start of the next academic year.

Refunds and Compensation

The Heart of Yorkshire Education Group refund and compensation policy is available on the appropriate college website, which outlines the circumstances in which the Group would refund tuition fees and other related costs to students and to provide compensation where necessary if we are no longer able to preserve continuation of study. We consider refunds and compensation to be a last resort and we are obligated to resolving any concerns so that refunds and compensation are not needed. The Policy may be applied as a consequence of any of the risks in this Plan occurring. The risk that the Group as a whole is unable to operate is low because we have sufficient cash reserves in place for the occurrence of any compensation or refunds that may be granted to students.

Information Advice and Guidance for Students

The student protection plan is published on the website for access by current and potential students. It is also referred to in student programme handbooks. The plan is presented within the Higher Education Quality

Structure to Executive Leaders and Programme Leaders to confirm that the implications for any amendments to programmes are understood.

The plan will be reviewed annually in consultation with the appropriate Group committees and governing body on which students are represented in addition to any in year risks identified as part of termly risk updates in curriculum and service areas and through student forum feedback.


If there are material changes which are likely to cause the student protection plan to be implemented, all affected students will be contacted to clarify the circumstances and to initiate consultation regarding appropriate solutions. The information and advice required to support students will differ from risk to risk and in the first instance the Group will avoid implementing changes part way through the academic year wherever practicable. Students will be communicated to within 5 working days of the plan being initiated where change needs to happen with some immediacy. In other circumstances as much notice as possible will be given. At the same time the Group will notify the student committee and or partner university student union if appropriate, so that alternative advice and support can be in place for the student body.

If students require further information regarding the plan, please contact the Higher Education department

Appendix One: Screening Tool

Public sector equality duty

Name of the policy Student Transfer Procedure
Author(s): Steve Mulligan

Author(s) of Equality Analysis:
Name: Steve Mulligan
Job title: Head of Higher Education
Date: 22 nd September
Signature: 

1. What are the main aims, purpose, and outcomes of the policy?

The purpose of this HN Assessment Policy is to ensure that staff and learners on Higher National programmes are fully aware of the criteria and standards against which learner progress and success will be judged.

2. Will these aims affect our duty to:

	Yes / No	How?
Advance equality of opportunity?	No	
Eliminate discrimination?	No	
Eliminate harassment?	No	
Foster good relations between people from different groups?	No	
Tackle prejudice and promote understanding between people from different groups?	No	

3. What aspects of the policy, including how it is delivered, or accessed, could contribute to inequality?

None

4. Will the policy have an impact (positive or negative) upon the experience of people, including those who share a protected characteristic?

4.1 Please complete the following table:

Protected characteristic	Meet needs of people with this characteristic	Encourage participation (if underrepresented)	Remove or minimise disadvantages	Possible negative impact
Race				No
Gender				No
Disability				No
Religion / belief				No
Sexual orientation				No
Gender reassignment				No
Pregnancy /maternity				No
Age				No
Marriage / civil partnership*				No

Evidence:

4.2 In addition, please consider whether this policy may indirectly discriminate against young adult carers (16-24). Although not a legally protected group, this group often suffers disadvantage due to their caring responsibilities and we have a moral duty to protect them. Evidence: N/A

4.3 What different needs, experiences or attitudes are particular communities or groups likely to have in relation to this policy?

None

Declaration

The policy does not have a significant impact upon equality issues and therefore does not require any further action.

Author(s) of Equality Analysis:
Name: Steve Mulligan
Job title: Head of Higher Education
Date: 22 nd September
Signature: 