

Student Transfer Policy

Purpose and Scope

- 1) As a higher education provider registered with the Office for Students, Pearson College London (PCL) complies with the provisions of the Higher Education Research Act 2017 on student transfer. We recognise that, for a variety of reasons, students may wish to change their programme or provider mid course and we would support students wishing to make a transfer. Student transfer processes have the twin objectives of facilitating student completion while ensuring the integrity of academic standards.
- 2) This Policy sets out arrangements for student transfer in the following circumstances:
 - I. Students transferring to Pearson College London from another institution;
 - II. Students transferring to another provider from Pearson College London a) out of choice or b) due to circumstances arising out of the College's Student Protection Plan;
 - III. Students transferring between courses or modes of study within Pearson College London.

Implications for Students

- 3) Student transfer has implications for students in the following areas:
 - (i) Degree classification whereby the degree classification may be affected by accredited prior learning credit¹, or a different degree classification algorithm;
 - (ii) Student Finance England loan provision²;
 - (iii) Visa sponsorship, which PCL cannot currently provide.

The College commits to advising students appropriately on the possible ramifications of a transfer.

I. Students transferring to Pearson College London from another institution

- 4) PCL will support students from other higher education providers to transfer into the College, provided there is availability on a programme that would suit an individual applicant and enable them to complete their degree.
- 5) Students wishing to transfer to Pearson College London from another higher education institution will need to meet the entry criteria of the programme into which they wish to transfer. This could be waived for individual applicants depending on relevant prior attainment, e.g. where an applicant has already completed a full level of study in a cognate area at another higher education institution.
- 6) Where an applicant has completed credit at another higher education institution and wishes to be assessed for exemptions, the College will follow the [University of Kent policy for accredited prior](#)

¹ Prior certified credit is not, normally, included in the calculation of degree classification by the institution awarding the final certificate.

² Students in receipt of student loans from the Student Loans Company (SLC) should contact the SLC for advice and guidance.

[learning](#). A mapping of the previous qualification(s) against the chosen programme and its modules will be undertaken.

- 7) Applications for exemptions on the basis of certified credit from another higher education institution will need to be accompanied by an official certificate and/ or transcript from the awarding institution which specifies:
- Course title;
 - Level and Credit value of each module/ unit;
 - Dates obtained and results for each unit.

Applicants will also need to provide information on the content and assessment of individual modules to enable mapping.

- 8) Accreditation of prior learning (APL) is assessed on an individual basis and depends both on the prior qualification(s) of the applicant and on their chosen course of study. The following principles will apply:
- the prior credit has to be of appropriate volume and at the appropriate level of the Framework for Higher Education Qualifications (FHEQ);
 - the prior credit has to be relevant to and compatible with the chosen course;
 - the prior credit has to be current, i.e. completed within the past 5 years;
 - all programme learning outcomes of the PCL course have to be met. This may require students transferring in with APL to undertake additional study and assessment at a lower level;
 - student transfer is not intended to duplicate a previous award for an additional qualification, or to 'top up' a non-honours degree.
- 9) If the prior credit equates to a whole level of study (e.g. 120 or 240 FHEQ credits at levels 4 and 5, respectively), we will admit the applicant at the start of the following level. If an applicant has not completed a full level of study but has achieved credits at an appropriate (to the application) higher education level that map onto the PCL programme and learning outcomes, the College may accredit prior learning, and will, additionally, require applicants to complete the PCL admissions tests.
- 10) Applications will be received and assessed by our Admissions Team in consultation with the relevant programme team. All offers will also be subject to availability on the chosen programme.

II. **Students transferring to another provider from Pearson College London**

- 11) If a student chooses to withdraw from a PCL programme and transfer to another institution, they must inform their Programme Leader, and contact Student Services to be guided through the withdrawal process and counselled on the implications of transfer set out in paragraph 3 above.
- 12) Pearson College London will facilitate student transfers as follows:
- confirm any achieved credit and grades in a transcript, in accordance with the [academic regulations of the University of Kent](#), and following Examination Board approval;
 - where a student is entitled to an exit award, (e.g. a Certificate of Higher Education for 120 completed FHEQ credits; or Diploma of Higher Education for 240 achieved FHEQ credits), confirm the award and arrange for a University of Kent award certificate;
 - provide an academic reference, upon request.

- 13) Refund requests for all/ part tuition fees will be assessed against the *PCL Terms and Conditions for Entry to Degree Programmes* in force at the time of the student's enrolment.
- 14) If a student is forced to transfer as a consequence of events outlined in our **Student Protection Plan**, and where we are unable to teach out or offer a suitable alternative within the College, the PCL will undertake to support students in transferring to another institution. The PCL Student Protection Plan and *Policy for Refunds and Compensation to students in the event that Pearson College London no longer continues to offer programmes of study* will apply.

III. **Students transferring between courses or modes of study within Pearson College London**

- 15) Students may elect to transfer course or mode of study within Pearson College London. Transfers between PCL programmes may also be recommended to a student by the College to assist academic progression.
- 16) In supporting student transfers, the College will apply the principles outlined in I. above. Transfer is not automatic. Approval is dependent on the student's previous qualifications, modules, learning outcomes and grades, and, also, on course availability.
- 17) Student transfers are, normally, agreed at the end of an academic year and/ or stage. In exceptional circumstances, in-year transfers may be granted.
- 18) Student transfers will be facilitated by Student Services, in consultation with the relevant Programme Leader(s). In supporting student transfers, we will apply the principles outlined in I. above.

Advice and Support

- 19) Advice and support for student transfer queries are available from Student Services and Programme Leaders.

Affiliated PCL Policies

- 20) This Policy is aligned to the following strategies and policies:
 - a) PCL Student Protection Plan
 - b) University of Kent Academic Regulations
 - c) University of Kent Credit Framework for Taught Programmes
 - d) PCL Accreditation of Prior Learning Process
 - e) PCL Policy for Refunds and Compensation to students in the event that Pearson College London no longer continues to offer programmes of study
 - f) PCL Terms and Conditions for Entry to Degree Programmes
 - g) PCL Equality and Diversity Policy

Monitoring and Review

- 21) This policy will be reviewed annually by APRAC.

Person responsible	Deputy Vice Principal (Academic Affairs)
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