

Capital City College Group (HE Student Transfer Policy)

<i>Author:</i>	<i>HE Performance & Quality</i>	<i>Approved by:</i>	<i>HESB</i>
<i>Version:</i>	<i>v.1</i>	<i>Date of Approval:</i>	<i>January 2020</i>
<i>Equality Impact Assessed</i>	<i>January 2020</i>	<i>Review Date:</i>	<i>January 2021</i>

Higher Education Student Transfer Policy

Contents

1. Introduction and General Rules	2
2. Process for Students Transferring to CCCG from another Institution	3
3. Process for registered CCCG Students Transferring out of the College to another Institution	5
4. Process for registered CCCG Students Transferring between CCCG Programmes (Course Change)	6
5. Process for registered CCCG Students Transferring between Modes of Study (part-time/full-time)	7
6. Tier 4 Students and Programme Transfers	7

1. Introduction and General Rules

Scope

The Higher Education Student Transfer Policy applies to higher education students external to CCCG; current registered CCCG students on directly-funded, prescribed HE programmes (Higher Nationals, Foundation degrees, BA/BSc Top Ups) validated by a University or by Pearson (EdExcel) and to CCCG staff involved in the transfer process.

Definition

A 'student transfer' is where:

- a) A student transfers from a higher education course provided by a UK higher education provider to a different course provided by the same or a different UK higher education provider.
- b) CCCG (receiving provider) recognises, or takes account of the study undertaken, or a level of achievement attained, by the student-
 - i) on course x, or
 - ii) on another higher education course provider by the transferring provider
- c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.¹

Therefore, HE student transfer includes a current² student either at CCCG or

¹ Section 38 (2) and (3) of the Higher Education and Research Act 2017 (HERA)

²Current students' means fully-enrolled students

another institution:

- *transferring to CCCG from another institution*
- *transferring from CCCG to another institution*
- *transferring between CCCG programmes*
- *transferring to a different mode of study. Eg. from full-time to part-time*

Please note:

Student transfers to and from University-validated programmes will be subject to the relevant University's academic regulations, and in the case of BTEC Higher Nationals, Pearson (Edexcel) guidance and relevant college policies.

CCCG will consider all applications on a case by case basis after a programme has commenced where space and the curriculum allow. Responsibility for making decisions on such requests are made by the HE Programme Managers from the relevant departments.

However, in-year transfers to or between CCCG programmes will not normally be permitted after 2 weeks from the programme start date.

Exemptions: In the event that an applicant's prior attainment exempts them from a module or modules, a delayed start to a programme may be possible if the timetable permits it. This decision will be determined by the Programme Manager of the relevant department in reference to the Group's Recognised Prior Learning (RPL) policy, Awarding Organisation and University academic regulations if applicable.

2. Process for Students Transferring to CCCG from another Institution

Student transfers into a CCCG programme from another institution are subject to the relevant programme's entry criteria, the timing of the request and the University's or Awarding Organisation's academic regulations regarding exemptions and credit transfer.

- [Middlesex University Academic Regulations](#) [Here](#)
- [London Met Academic Regulations](#) [Here](#)
- [CCCG Recognised Prior Learning Policy](#)
- [Pearson Recognition of prior learning and process policy](#) [Here](#)
- [Pearson BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment](#)

Students from another institution wishing to transfer to a CCCG Higher Education programme should apply via one of the following routes:

1. Contact the CCCG Contact Centre on HE@capitalccg.ac.uk for advice on how to apply
2. Through the Universities and Colleges Admissions Service (UCAS) at ucas.com
3. Direct applications may also be possible for some programmees through the CCCG Higher Education website. Go to capitalccghe.co.uk/courses/ and follow the instructions given

All applicants may be asked to attend for an interview.

Applications through UCAS is the preferred route for admission to most CCCG HE programmes. However, these are subject to UCAS submission deadlines that may mean that the service is not available for late applications or for external students who are not currently enrolled elsewhere and who wish to transfer in. Where a UCAS application is not feasible, a direct application should be made instead.

Once an application is received, it will be referred to the relevant academic department for consideration.

Applicants will be notified on the outcome of their application either through their UCAS account (if within UCAS timelines) or by Registry letter if it is a direct application.

Students transferring to CCCG whose admission is based on prior attainment will be required to provide the original certificate (or diploma supplement) or evidence of sufficient work experience - at both interview and at enrolment. All applications will be subject to the relevant academic regulations regarding compatibility, exemptions and equivalency to ensure that the conditions of entry have been met.

All applicants will be required to sign the CCCG HE Contract at enrolment.

Unsuccessful transfers to CCCG will be communicated to applicants either through their UCAS account (if within UCAS timelines) or by Registry letter if a direct application. Should applicants wish to appeal the decision, they are

advised to consult the HE Admissions Policy available on the CCCG website.

3. Process for registered CCCG Students Transferring out of the College to another Institution

To transfer out of a CCCG programme, a student must first formally withdraw from the college by giving notice in writing.

Once the student's withdrawal has been confirmed, confirmation of the academic achievement on the programme will be provided as follows:

a. Students with an Interim Award

If a student wishes to transfer from CCCG to another institution following completion of a level of study that provides for an award - e.g. a CertHE at FHEQ Level 4, 120 credits, they will receive the following:

University-validated programmes:

A Diploma Supplement (transcript) and a Certificate will be issued within 2 months of the publication of classifications to all students who have been awarded a qualification by the awarding university's Board of Examiners. Students will be invited to sign on receipt from the college HE department academic office.

Pearson (Edexcel) validated Higher Nationals

A Certificate is claimed directly on behalf of the student by the college from the awarding organisation. This is issued by Pearson (Edexcel) and will have the details of the qualification. This will be sent to the college by Pearson within 2 months of the date the qualification is awarded (usually the Assessment Board date). These will be forwarded by post to the student's permanent home address that is registered with the college.

b. Students without an Interim Award but with Completed Modules

University-validated programmes

If a student wishes to transfer from CCCG to another institution following completion of one or more modules (which has not resulted in an interim award), the awarding university is unable to supply an official Diploma Supplement.

However, the awarding university will issue a 'Credit Statement' within 2 months of the publication of classifications to all students who have been awarded a qualification by the awarding university's Board of Examiners.

This will show the level of study, the number of credits and the grades achieved for all assessment and modules undertaken by the student. Students will be invited to sign on receipt from the college HE department academic office.

Pearson (Edexcel) validated Higher Nationals

A Notification of Performance will be issued as evidence of achievement (for an interim claim) and is claimed directly from the awarding organisation on behalf of the student. This will be sent to the college by Pearson (Edexcel) within 2 months of the date the qualification is awarded (usually the Assessment Board date). These will be forwarded by post to the student's permanent home address that is registered with the college.

4. Process for registered CCCG Students Transferring between CCCG Programmes (Course Change)

A student may transfer from one HE programme of study to another within CCCG on condition that a satisfactory level of academic performance has been achieved, the conditions of entry have been met, including module prerequisites, and approval of the Programme Manager has been obtained for the new programme of study.

A student must make a formal request to transfer between CCCG programmes in writing. Please consult your Programme Manager for support with the process as the academic department is responsible for completing the internal transfer request documentation to MIS and with the university, if applicable.

The HE department for the programme that you wish to transfer into will then consider your course change request.

The HE departments will confirm or reject course change requests in writing.

Where a course change request is accepted by the department, MIS and Exams (and the validating university) will be notified to create a new student record.

5. Process for registered CCCG Students Transferring between Modes of Study (part-time/full-time)

A student must make a formal request to transfer to a different mode of study (part-time/full-time/day release) on the same programme in writing. Please consult your Programme Manager for support with the process as student funding may be affected.

Where a change in mode of study is included in the transfer from one programme to another, this will be incorporated into the Course Change process.

6. Tier 4 Students and Programme Transfers

All Tier 4 HE student transfers (in or out of CCCG) will be subject to current UK immigration rules. Please consult current government guidance available from Gov.uk and discuss with the international team before withdrawing from your current institution.

CCCG Tier 4 HE students wishing to transfer out must first withdraw from CCCG by completing the withdrawal process by formal written notification of withdrawal. As a result, your current institution sponsorship will be withdrawn and your visa curtailed. Students are advised to contact their new institution in good time for details on how to apply for a new Tier 4 visa.

Current CCCG Tier 4 HE students wishing to transfer to another CCCG programme or to change the mode of study should seek further advice from the International Office below as UK immigration rules still apply:

The International Office, Capital City College Group, Regent's Park Centre, Longford Street, London NW1 3HB. Contact Number – +44 (0) 207 802 8930

For CIC applicants – international@candi.ac.uk

For WKC applicants – international@westking.ac.uk

For CONEL applicants - heinfo@conel.ac.uk

-