



## Higher Education: Arrangements for Students to Transfer

As a registered provider of Higher Education, Plumpton College is required to publish the arrangements it has in place to facilitate student transfers. In this context, the term 'transfer' refers to the process by which a current student, either studying at Plumpton College or at another Higher Education Institution, moves ('transfers') from one degree programme to another. Students may transfer internally within the college, from Plumpton College to another Higher Education Institution, or from another Higher Education Institution to Plumpton College.

Plumpton College is fully committed to supporting students to transfer within, into, and out of the College where they wish to do so. Plumpton College aligns all of its validated programmes to the Framework for Higher Education Qualifications of Degree Awarding Bodies in England, Wales and Northern Ireland. This ensures the comparability of the standards of our validated awards nationally and internationally, and facilitates student transfer internally and between institutions. This statement applies to:

- current students at other Higher Education Institutions wishing to transfer to a programme of study at Plumpton College (transfer in);
- current students at Plumpton College wishing to transfer to another programme at Plumpton College (internal transfer); and
- current students at Plumpton College wishing to transfer to another programme at other Higher Education Institutions (transfer out).

### **1. Transfer in – Process for Students Transferring from another Higher Education Institution to Plumpton College**

The eligibility of a student to transfer from another Higher Education Institution to a programme of study at Plumpton College is determined by the entry criteria for the programme and the timing of the request to transfer.

Students from another Higher Education Institution who wish to transfer to a programme at Plumpton College should contact the College's Enquiries, Advice and Guidance (EAG) Team ([enquiries@plumpton.ac.uk](mailto:enquiries@plumpton.ac.uk)) and/or the Higher Education Office ([heoffice@plumpton.ac.uk](mailto:heoffice@plumpton.ac.uk)) who will advise the student on the process for application (which may be via UCAS or direct application). Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer.

Where the proposed transfer is based upon prior attainment, students will be advised on the College's processes for admission via Recognition of Prior Learning. Students seeking to transfer based upon prior attainment will be required to produce a certificate or transcript to support their application, and assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer to. Further information about Recognition of Prior

Learning can be found on in the [Regulations for Taught Programmes](#) available on the College's validating partner website or available upon request from the Higher Education Office.

## **2. Internal transfer – Process for Students Transferring from one programme to another at Plumpton College**

The eligibility of a student to transfer for one programme to another at Plumpton 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 Personal Academic Tutor, or their Programme Manager, in the first instance to discuss their request. If, following discussion with their Personal Academic Tutor, a student still wishes to transfer, they should then contact the Programme Manager for the programme they wish to transfer to.

Students may formally request to transfer by completing the transfer request form available on Plumpton Online. Transfer between programmes requires the sign off of the Programme Manager from the student's original programme of study, the Programme Manager of the proposed new programme of study, and by the Higher Education Manager who is responsible for student programme registration. Transfer cannot be used to avoid undertaking assessment.

## **3. Transfer out – Process for Students Transferring from Plumpton College to another Higher Education Institution**

Students who are currently studying at Plumpton College and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to and seek advice on transferring. Students can contact the Higher Education Office at Plumpton College for advice and guidance on transferring out.

Students will need to withdraw from their programme of study at Plumpton College using the 'Withdrawal or Suspension of Studies Form' available on Plumpton Online in advance of their proposed date of withdrawal. Where a withdrawal has been confirmed, the College will confirm any outstanding attainment via the next available University Examination Board meeting. Where a student achieves, or has already achieved, an interim award, the student will be eligible to have this conferred at the next available graduation ceremony, and will be awarded a certificate and transcript confirming the award. Where a student has completed and passed modules, but does not have sufficient credit for an interim award, the student will be issued with a transcript confirming their completed credit. Where a student requires confirmation of their credit and/or award in advance of the issuing of an official University certificate or transcript to facilitate their transfer to another institution, a letter confirming attainment may be obtained from the Plumpton College Higher Education Office.

### **Considerations**

Transferring to a different institution may have implications for studies and/or finances. Before finalising a transfer, students should consider the possible implications this may have on Student Finance England loan arrangements (if applicable). Students are advised to contact the Student Loans Company (SLC) directly for assistance and are reminded that the SLC will not discuss personal details with the College.