

Kirklees College Student Transfer Plan 2022/23

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Introduction and Background

As a registered provider of Higher Education, Kirklees College is required to publish their arrangements between higher education programmes of study and between providers. These transfer arrangements have been published in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. They cover the arrangements for students transferring from another institution to the College, from the College to another institution, or between programmes at the College. Kirklees College is committed to supporting students to transfer within, into, and out of the College where they wish to do so.

The term ‘transfer’ refers to the process by which a current student, studying either at the College or at another Higher Education Institution, transfers their studies from one Higher Education programme to another. Students may transfer internally within the College, from the College to another Higher Education provider, or from another Higher Education provider to the College.

This document sets out Kirklees College’s arrangement for higher education students to transfer between institutions or between higher education courses within Kirklees College. All documents referred to in this Transfer Plan are available on the [Kirklees College Website](#)

Subsequent references to ‘the College’ in this plan refer to Kirklees College.

Types of Transfer

This document sets out the College’s institutional arrangements for students to transfer between institutions, including arrangements for students transferring into and from Kirklees College.

Student transfer, for the purposes of this document includes:

- a. Transfer triggered by the College’s Student Protection Plan
- b. Transfer to an alternative provider from the College
- c. Transfer from an alternative provider to the College
- d. Transfer between programmes of study at the College

A transfer triggered by Kirklees College’s Student Protection Plan

In the event of a transfer being triggered by the Student Protection Plan, the college will aim to teach – out all students on their current course. If this is not possible the HE & Higher Skills Manager, in collaboration with the appropriate Head of Faculty, will have the oversight of the implementation of the action plan to ensure a fair and equitable outcome for all students affected. The team will devise a plan that will include:

- i. The details of the transfer
- ii. Allocation of an appropriate manager to lead the implementation of the action plan
- iii. Selection of a Students’ Union representative
- iv. Identification of any stakeholders
- v. Identification of any risks of likely implications for students
- vi. How the plan is to be communicated effectively
- vii. The support and advice plan for students including timescales involved

Students transferring from Kirklees College to another provider

As a consequence of events outlined in the Student Protection Plan or a student decision to transfer to another provider, students 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 by contacting the HE Administrator at HigherEducation@kirkleescollege.ac.uk. Reasons may include, but are not limited to:

- i. Programme of study or discipline closure
- ii. Institutional closure
- iii. Loss of designation
- iv. Loss of accreditation
- v. Student – led withdrawal

Where a withdrawal has been confirmed, the College will confirm any outstanding attainment at the next relevant Board of Examiners meeting. Should transfer to another provider be necessary Kirklees College will support arrangements to substantiate any successfully completed credit and any level attained or study undertaken as appropriate, so a student may transfer to another provider immediately or at a later date; this is provided through a digital transcript. 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 existing credit in advance to facilitate their transfer to another institution, a letter confirming attainment may be obtained from the HE Administrator.

Transfer from the College will be facilitated by the relevant Head of Faculty supported by the HE & Higher Skills Manager.

A transfer from an alternative provider to the College

If events at another higher education provider trigger transfer, or where a student elects to transfer to the College, Kirklees College will facilitate the transfer where an appropriate programme of study is available. The eligibility of a student to transfer from another 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. Due consideration will be given to:

- i Admission of students onto a similar programme of study, taking achieved credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through the relevant awarding body's recognition of prior learning procedure.
- ii Admission of students onto a similar programme of study, taking achieved credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated in accordance with Kirklees College's [Admissions Policy](#).

Students from another higher education institution who wish to transfer to a programme at the College should contact the College's Admissions Team 01484 437070 who will advise the student on the process for application.

Transfer between programmes at 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.

Where a student makes a request to transfer between programmes of study, the College will facilitate a transfer to a suitable alternative course as appropriate. Due consideration will be made with regard to the transfer of students onto a similar or alternative programme of study, taking achieved credit, level attained or other study undertaken into consideration, where appropriate. This will be facilitated through the relevant awarding body's recognition of prior learning procedure.

Students seeking to transfer programme within the College should contact their Curriculum Area Manager in the first instance to discuss their request. If, following this discussion, a student still wishes to transfer, they should then contact the Curriculum Area Manager for the programme they wish to transfer to. The Curriculum Area Manager will then contact the HE Administrator who will complete the process at the College and notify Student Finance England.

In the event that an application for transfer is unsuccessful, the student may submit a complaint under the [College's Complaints Procedure](#).

Refund and compensation

Refund for all/ part of the fees and compensation will be made in accordance with Kirklees College's [Refund and Compensation Policy](#).

Advice and Support

In the event of a transfer to or from Kirklees College, advice and support will be available to students individually or collectively. In the first instance, advice is available from the relevant Curriculum Area Manager.

In the event that an application for transfer is unsuccessful, the student will be advised of this by the HE administrator. Students wishing to appeal a decision may do so by submitting a formal complaint using the College's complaints procedure.

Feedback and Contacts

For feedback or concerns in relation to transfer arising under the Student Protection Plan, contact the HE administrator, using the following email address: HigherEducation@kirkleescollege.ac.uk.

If you wish to discuss any transfer independently of a particular curriculum area contact the College's Admissions Team on info@kirkleescollege.ac.uk. Additionally, the HE & Higher Skills Manager can be contacted on HigherEducation@kirkleescollege.ac.uk should any questions arise relating to a transfer.

Approved by the HE Committee Meeting – 16.1.23