

Document

Document Name	Student Transfer Policy
Responsible Owner	Navitas UPE Operations Team
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Brief Description of Policy	Students enrolled in Navitas Colleges have the right to transfer to different programmes within either their existing College, another Navitas College, or another education provider. We recognise that on occasion students feel that they have made the wrong choice of course or College or face a change in their personal circumstances that necessitates a transfer. Our commitment is to help facilitate transfers for students in this situation wherever possible.

Version Control

Date	Version	Summary of changes	Approver
February 2020	2020/01	<ul style="list-style-type: none"> Initial policy version 	Navitas UPE Academic Board
July 2023	23_01	<ul style="list-style-type: none"> New policy template Key contacts inserted Definition of student transfer given Principles of the policy redefined Procedure for transfer updated including wider guidance for different stakeholders Further information and resource section added 	Chair of Academic Board

Key Related Documents

Name	Location
NPR QS03 Admissions	NPR QS03 Admissions - Version 23_01 (pcdn.co)
NPR QS14 Student Protection Plan	NPR QS14 Student Protection Plan - Version 22_01 DOC (pcdn.co)

Contents

Policy Introduction	3
Key Contacts	3
Definitions	3
Principles of this Policy.....	4
Procedure for Transfer.....	5
Further information and Resources	6
Policy Review	6

Policy Introduction

Transferring is the process whereby a current¹ student, either at a Navitas College or at another education provider, moves from one programme² of study to another, or one mode of study to another (for example full time to part time studies).

Navitas commits to fully considering all transfer requests; and will ensure, where a student is joining a Navitas College or moving internally, that individuals have the appropriate academic qualifications, requisite attainment levels and skills to successfully complete their programme.

This policy applies to students currently at a Navitas College, students external to Navitas wishing to transfer to a Navitas College, and those staff involved in the administration and decision making of the transfer process.

Our Student Transfer Policy is designed to enable students, staff members, the higher education regulator and other stakeholders to have clear access to, and clarity about the arrangements for a transfer.

Key Contacts

- **Current students of a Navitas College**

Current students of a Navitas College should contact the College Academic Services team to discuss their existing circumstances and options/availability to transfer. The College Academic Services team can be found in the College or alternatively by emailing:

The College Academic Services Team:

collegeservices@kuic.keele.ac.uk

- **Students from another education provider**

Students from another education provider wishing to transfer to a Navitas College should contact the Admissions team highlighting the transfer request.

The College Admissions Team:

admission@kuic.keele.ac.uk

Definitions

The Navitas definition of 'a student transfer' is aligned to that given in section 38 (2) of the Higher Education and Research Act (2017). The definition is as follows:

A student transfer is a transfer from a higher education course provided by a registered UK higher education provider (the transferring provider) to a different higher education course provided by the same or a different registered UK higher education provider (the receiving provider).

¹ Navitas define a current student as one that has enrolled on a programme of study and is meeting the requirements of the course. This definition may vary outside of a Navitas institution.

² Programme or programme of study may also be referred to by other institutions and the HE regulator as a 'course or course of study'. Navitas, through its terms and conditions of contract, will define a course as a programme of study.

Principles of this Policy

The transfer principles for students are as follows:

- I. Students enrolled in a Navitas Colleges have the right, where circumstance and availability apply, to transfer to a different programme within either their existing College, another Navitas College, or another education provider. We recognise that on occasion students feel that they have made the wrong choice of programme or College or face a change in their personal circumstances that necessitates a transfer. Our commitment is to help facilitate transfers for students in this situation wherever possible.
- II. If a student wishes to transfer to another Navitas College or education provider at an appropriate point in their programme of study, this will be subject to the agreement of the other Navitas College or education provider, and students should be advised to investigate closely any possible impact on their studies, financial support arrangements³ and visa implications (see VII). At all times transfers should be arranged with plenty of notice and at a time in the academic year to enable minimum disruption to studies.
- III. Transfers of programme within the existing Navitas College will be considered within the parameters set in the student Terms and Conditions and relevant regulations in place within that Navitas College. The College will take into consideration the studies completed to date as well as any academic outcomes achieved, visa implications (see VII) and students' financial standing (e.g., balance of fees on student account).
- IV. Where a student's prior attainment exempts them from a semester(s)/modular block(s), a delayed start to a programme may be possible if the College timetable permits it, and this will be determined by the relevant academic department of the applicable Navitas College.
- V. Where the student is transferring out of an Navitas College, the existing College will make appropriate arrangements for the transfer of credits or equivalent (where applicable) and the provision of information about academic progress (e.g., academic reports) to the receiving provider when requested to do so.
- VI. Where the transfer is based on the enactment of the Student Protection Plan (QS14), the procedures below will be expedited in so far as possible and prioritised by Navitas.
- VII. Transfer requests will be considered alongside other relevant legislative or regulatory requirements such as those covering students sponsored under the UK Government visa scheme to study in the UK (e.g., Student visa route). In all circumstances where a transfer request is received by a student who holds a study visa the student will be signposted to the relevant services of the University Partner to check the conditions of the current immigration rules at the time of transfer. Transfers for relevant visa holders will therefore only be permitted where this does not breach immigration requirements for either the institution or the student themselves.

³ It is advisable that students understand the terms and conditions of the student contract (signed on admission to a Navitas College) and read guidance from UCAS or other available independent advice and guidance. See the Further Information and Resources section of this document for links to UCAS advice and guidance. Contact your local Navitas College Academic Services Team if you are unsure of the terms and conditions of your student contract.

Procedure for Transfer

In all cases of student transfer requests, the following procedure should be followed:

1. Students considering transfer are expected to discuss the matter with the Academic Services team at their existing Navitas College or other education provider (transferring provider) to identify the prospect and requirements of a transfer.
2. The existing Navitas College or education provider will advise the student on the process that will be followed. This may include a request for additional information and may require further documentation to be completed to support the request (e.g., Student Transfer Form). Additional information may include: personal circumstances or reason for change, fee status, visa information, etc.
3. Upon confirmation of a request, the Navitas College Academic Services team will consider the request in line with the principles outlined in this document. The student may be given/signposted to additional information based on their personal circumstances and that of the new programme they wish to transfer to. This may include:
 - a. Guidance on grade eligibility, e.g., previous passed modules may require new grade marks and therefore retaking;
 - b. Guidance on associated fees, particularly where there may be an increase to the cost of the new programme;
 - c. Guidance on student visa transition (from the University Partner), e.g., whether it is possible to switch courses on the student's current visa or whether a new visa will need to be obtained.
4. Where the transfer request is to transfer to another Navitas College, the current Navitas College will contact the transferring Navitas College Academic Services team to discuss the request in detail, share any further documentation including the Student Transfer Form (where applicable), and share the student's academic record including amount of credit accumulated (where applicable).
5. Where a transfer request is to another education provider, it is expected that a request will be made by that provider for any information that they may require in relation to the student. A decision will then be made by the receiving provider on whether the student is to be accepted on a transferring programme.
6. Where a transfer request is received by the Navitas College Admissions team from a student wishing to transfer to a Navitas College, the relevant Admissions team will advise the student of the availability and arrangements for transferring after first seeking guidance from the Navitas College Academic Services team the student wishes to transfer in to.
7. Once all parties involved in the transfer have come to a decision the outcome will be communicated to the student.
8. Any fees due to a current Navitas student will be considered under the Terms and Conditions signed by the student when entering the contract. Where fees can be transferred between Navitas College to Navitas College, the existing College will notify the student of the options and arrangements at the point of transfer outcome, if not sooner.

9. Incoming (new) students to a Navitas College are subject to the standard Admissions process, terms and conditions and payment terms during the application stage.

Further information and Resources

When considering transferring to another programme at a different Navitas College or education provider we appreciate there is a lot to consider. The Universities and Colleges Admissions Service (UCAS) have provided a guide to help students with their decision to transfer that includes consideration for switching, changing modules/course, additional work, credit transfer and student loans. The information can be found by following the link below.

<https://www.ucas.com/undergraduate/student-life/getting-student-support/changing-or-leaving-your-course>

Policy Review

This policy will be reviewed every year unless there are internal or legislative changes that necessitate an earlier review.