

Newcastle and Stafford College Group Student Transfer Arrangements

Background

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018.

Introduction

This plan explains our institutional arrangements for students to transfer between programmes or providers and includes;

- a) Transfer between courses at Newcastle and Stafford Colleges Group (NSCG)
- b) Transfer triggered by implementation of the College's Student Protection Plan
- c) Transfer to another provider from NSCG
- d) Transfer into NSCG from another provider

This plan does not include courses run as franchise programmes with Staffordshire University as they have separate transfer arrangements. Students wishing to transfer between/from/to these courses should still speak to the Curriculum Leader in the first instance.

Transfers

Student Transfer between Courses at NSCG

We will consider transfer of students onto an alternative course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our process for Recognition of Prior Learning. Students wishing to transfer between courses should contact their Curriculum Leader in the first instance.

Student Transfer triggered by implementation of the College's Student Protection Plan

We will firstly aim to teach out all current students on their original course. Where this is not possible we will facilitate an appropriate transfer in line with our Student Protection Plan.

Transfer to another provider from NSCG

Students who are currently studying at NSCG 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 will need to withdraw from their programme of study at NSCG.

Transfer into NSCG from another provider

We will consider admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our Admissions and Accreditation of Prior Learning processes.

Advice and Support

Transferring to a different institution or between courses 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.

In the event of a transfer in or out of the College advice and support will be available to you individually. In the first instance, advice is available from the appropriate Curriculum Leader or the HE Careers Liaison Officer who can be contacted at gemma.salt@nscg.ac.uk