

## **Student transfer arrangements**

### **South and City College Birmingham**

**UKPRN 10005967**

Address:

High Street Deritend,  
Digbeth,  
Birmingham  
B5 5SU

### **Introduction**

The Office for Students Regulatory Framework and Higher Education Research Act 2017 require all higher education providers to publish arrangements for students to transfer between programmes or institutions.

The Higher Education Research Act 2017) states “a student transfer” is where—

- (a) a student transfers from a higher education course (“course X”) provided by a UK higher education provider (“the transferring provider”) to a different higher education course (“course Y”) provided by the same or a different UK higher education provider (“the receiving provider”),
- (b) the 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 provided by the transferring provider, when the receiving provider is determining the study to be undertaken, or the level of achievement attained, by the student on course Y, and
- (c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.

The College will always comply with its Student Protect Plan and endeavour to maintain course delivery at the originally intended campus and only discontinue programmes at a campus at the end of the programme.

### **Student transfer Arrangements for Existing Students – Internal Transfer**

The College will consider students applications to transfer programmes on the basis of academic credit and the module ‘match’ to the proposed course. The College will normally consider full modules that have been achieved. The College offers courses awarded by Pearson (Edexcel) and

university partners and will take into consideration the relevant awarding body recognition of prior acceptance procedures.

### **Student Transfers from another Provider – Transferring in to South and City College Birmingham**

If a student who is studying at another provider wishes to transfer to a course offered by the College, we will consider:

- (i) Completed credit and level of attainment that has been awarded on the programme the students wishes to transfer from.
- (ii) Relevant other experience that can be considered through the record of prior acceptance procedures.
- (iii) The impact of change on the learner and consideration of learning needs and whether timely support is available at the point of entry.

Where students have been awarded modules on a programme for the same awarding body and programme, the College will consider the certificated modules and the match to the programme offered at the College.

Where we are able to match modules to a programme that enables students to achieve the qualification outcome we will offer a personalised programme and admit students through the College's admission process.

The College offers courses awarded by Pearson (Edexcel) and university partners and will take into consideration the Pearson (Edexcel) Recognition of Prior Learning Policy.

[https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition\\_of\\_prior\\_learning\\_and\\_process\\_policy.pdf](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Recognition_of_prior_learning_and_process_policy.pdf)

The College also offers courses awarded by university partners and follows the awarding universities recognition of prior learning procedures. Transferring students will be advised of the university procedures that apply by the College on request for transferring.

### **Student Transfers from South and City College Birmingham to another Provider – External Transfer**

If a student wishes to transfer to another provider we would initially try to ascertain the reasons for the transfer request to establish any issues or support structures that the College could offer. Upon the request for transfer the College will provide all requested information to a new institution after receiving authorisation to share information from the student to ensure compliance with General Data Protection Regulations.

Upon transfer students will be subject to the college's Tuition Fee Policy for University Level Courses and terms and conditions. These can be found at <https://www.sccb.ac.uk/university-courses/finance>

If the college needs to close a programme, the process for this would be to teach the programme to the end of students registration, called 'teach out'. In exceptional circumstances there may be a

need for the College to close a course immediately and in this instance the College will follow its Student Protection Plan. This can be found at <https://www.sccb.ac.uk/images/university-level/Student-Protection-Plan-10005967.pdf>

### **Communication of Arrangements to Students**

Students can access advice on how to transfer by contacting the Customer services Team at the College who will direct your enquiry to the relevant academic team. Contact details are:

Enquiries can be made via email to [feedback@sccb.ac.uk](mailto:feedback@sccb.ac.uk), or in writing to:

Customer Feedback Office  
South & City College Birmingham  
Hall Green Campus  
Cole Bank Road  
Hall Green  
Birmingham  
B28 8ES