

## Statement on University Level (Higher Education) Student Transfers

### 1.0 Introduction

1.1 In certain circumstances, it may be possible for a student to transfer from another University or College onto a programme of study at Exeter College, or between programmes of study at Exeter College. Students may also need, or wish, to transfer from Exeter College to a programme of study at another University or College.

1.2 Accordingly, this statement provides information on the circumstances in which transfers into Exeter College or between Exeter College programmes may be considered, the support available for students transferring out of Exeter College and guidance for prospective or current students considering their options in this respect.

1.3 Prospective or current students should note that Exeter College does not award its own University Level qualifications. These are validated, franchised, or otherwise quality assured and awarded by four Partner Universities and one National Awarding Body as follows:

- Kingston University;
- Plymouth Marjon University;
- University of Exeter;
- University of Plymouth; and
- Pearson.

Full details of the programmes of study awarded by each Partner University or National Awarding Body may be found in **Appendix 1** to this statement.

1.4 As result of 1.3 above, Exeter College is required to consider and adhere to the requirements of its Partner Universities and National Awarding Body when making any decisions in relation to student transfers into and within programmes of study. This applies in particular to the following:

- Accreditation of Prior Certified Learning (APCL) and academic credit transfer;
- Approved entry requirements and assessed learning outcomes;
- Approved teaching and assessment schedules; and
- Calculation of final grades and classifications.

## **2.0 Transfer between programmes of study within Exeter College**

- 2.1 Transfer between programmes of study will only be permitted within the first 21 days of commencement of teaching in a given academic year. This is in line with limits imposed in relation to tuition fee liabilities within the following documents:
- University Level (Higher Education Student Contract, which may be viewed here <https://exe-coll.ac.uk/university-level/importantinfo/#consumer-rights>; and
  - University Level (Higher Education) Fees, Refunds and Compensation Policy, which may be viewed here <https://exe-coll.ac.uk/about/policies/> .
- 2.2 Students wishing to be considered for a transfer should in the first instance approach their current Programme Manager to discuss their options. They must evidence that they meet the entry requirements for the programme to which they wish to transfer and provide a statement of their rationale for transferring. They will also be required to attend an interview with the Programme Manager responsible for the programme to which they wish to transfer who will decide whether or not it can proceed.
- 2.3 Students wishing to be considered for a transfer should contact Student Finance England (SFE), if in receipt of a tuition fee loan, to ensure that there are no funding implications associated with the transfer under consideration and, if the transfer proceeds, must confirm the change to their programme of study, including any change in the duration of study and tuition fees liabilities.
- 2.4 Transfer between programmes of study after completion of Year One will not be permitted, as all programmes delivered at Exeter College have distinct programme and module/unit level assessed learning outcomes. Students may, however, take their exit award, such as a Higher National Certificate (HNC) or Certificate of Higher Education (CertHE), at the end of year one and apply using the internal application process to join the first year of the programme of study to which they wish to transfer.
- 2.5 Prior to considering the option outlined in 2.4 above, students should check their continued eligibility for a tuition fee loan with SFE and ensure that they have sufficient years of funding available to complete the full programme of study. Students will not be enrolled onto a new programme of study until this has been confirmed to Exeter College.

## **3.0 Transfer to programmes of study at Exeter College**

- 3.1 Transfers into a programme of study at Exeter College from another Higher Education Provider (HEP) in Year One will only be permitted if completed within the first 21 days of commencement of teaching in the academic year in which the student proposes to start (as per section 2.1 above). Applicants to transfer should contact the College's Adult Advice Team on [AdultAdvice@exe-coll.ac.uk](mailto:AdultAdvice@exe-coll.ac.uk) or telephone 1392 400170 in the first instance who will undertake initial enquiries, including liaison with the relevant Programme Manager, to ascertain whether a transfer would be permissible.

- 3.2 Transfers into Year One from another HEP will normally only be permitted if all the following conditions are met:
- There are sufficient places available on the relevant programme of study;
  - The student meets the entry requirements for students entering the Exeter College programme of study;
  - The teaching and assessment schedule is such that the student will have the opportunity to complete and achieve the year; and
  - There will be no adverse impact on the teaching and learning of other students.
- 3.3 If a student meets the above conditions and has received confirmation from Exeter College that a transfer is permissible they should apply through the University and College Admission System (UCAS) as soon as possible. Students should also contact SFE to ensure that there are no funding implications and, if the transfer proceeds, to confirm the change to their HEP, programme of study and tuition fee liability.
- 3.4 Transfers into a programme of study at Exeter College from another HEP in Year Two will only be permitted if completed within the first 21 days of commencement of teaching in the academic year in which the student proposes to start (as per section 2.1 above). Applicants to transfer should contact the College's Adult Advice Team on [adultadvice@exe-coll.ac.uk](mailto:adultadvice@exe-coll.ac.uk) or telephone (01392) 400170 in the first instance who will undertake initial enquiries, including liaison with the relevant Programme Manager, to ascertain whether a transfer would be permissible.
- 3.5 Transfers into Year Two from another HEP will normally only be permitted if all the following conditions are met:
- There are sufficient places available on the relevant programme of study;
  - The student meets the entry requirements for students entering the Exeter College programme of study in Year One;
  - The content of Year One of the programme of study already undertaken very closely matches that at Exeter College;
  - Mapping of programme content and of programme and module/unit level assessed learning outcomes supports the above position;
  - The student has passed 120 credits at Level 4 during Year One and is able to provide an authorised transcript of results or similar document from their previous HEP to evidence this;
  - The transfer would meet the APCL or other policies and requirements of the relevant Partner University or National Awarding Body, links to which are given in **Appendix 2**; and
  - There will be no adverse impact on the teaching and learning of other students.

- 3.6 If a student meets the above conditions and has received confirmation from Exeter College that a transfer would be permissible, they you should apply through UCAS making sure that they clearly state that they are applying for Year Two Entry and provide a full educational history from the age of 16 years, as if making an initial application. Students should contact SFE to ensure that that are no funding implications and, if the transfer proceeds, to confirm the change to their HEP, programme of study and tuition fee liability.
- 3.7 If the College is not able to offer a place on Year Two of a programme of study because one or more conditions cannot be met, it may consider offering a place in the Year One. In such cases students should check their continued eligibility for a tuition fee loan with SFE and ensure that they have sufficient years of funding available to complete the full programme of study. Students will not be enrolled onto a new programme of study until this has been confirmed to Exeter College.
- 3.8 There will be additional considerations in relation to students wishing to take a one year Higher National Diploma (HND) at Exeter College under the current Regulated Qualifications Framework (RQF) having completed an HNC under the former Qualifications and Credit Framework (QCF). Due to significant differences in the structure and credit weightings of the programmes, direct mapping of Learning Outcomes and, therefore, direct transfer is not possible. Accordingly, prospective HND students will be required to submit a portfolio of additional evidence and such applications will be considered on a case by case basis.
- 3.9 Students should be aware that in all cases, if they transfer within or to an Exeter College programme of study after the commencement of teaching and learning in a given academic year, then they are responsible for any additional work that needs to be undertaken. Students should also note that starting late is not considered an extenuating/mitigating circumstances in relation to assessment deadlines.

#### **4.0 Transfer from programmes of study at Exeter College**

- 4.1 If a student decides to withdraw from their programme of study at Exeter College in order to take up a place on a programme of study at another HEP Institution for whatever reason, they should first contact Programme Manager to discuss their options and ensure that the withdrawal process, including that required by their Partner University or National Awarding Body where appropriate, is completed in a timely manner.
- 4.2 If a student has successfully completed Year One of their programme of study and passed 120 credits at Level 4 they will be awarded their exit award, such as an HNC or Cert HE at the next sitting of the appropriate Award/Assessment Board. A transcript of results and award certificate will be issued by post or for made available for collection within the normal timeframes.
- 4.3 If a student has not completed a full year/level of study prior to withdrawal, they will be awarded any modules/units achieved at the next sitting of the appropriate Award/Assessment Board. A transcript of results only will be issued by post or made available for collection within the normal timeframe.

4.4 Exeter College will assist any student in making a transfer to another HEP by:

- Providing support with making an application through UCAS;
- Providing an academic reference;
- Providing an additional transcript of results if required; and
- Providing the Programme Quality Handbook or similar, that is the student handbook which contains the definitive module/unit records or descriptors, to enable the receiving HEP to map programme and module/unit assessed learning outcomes.

## Appendix 1

### Validating/Franchising Universities and Awarding Bodies by University Level (Higher Education) Programme

Programme Title	Level	Duration	Awarding Body	Status of provision
FdEng Aircraft Engineering	5	2 years	Kingston University	Franchised*
HNC Business	4	1 year	Pearson	RQF Award
HND Business	5	1 year	Pearson	RQF Award
HNC Computing	4	1 year	University of Plymouth (from 2020/21)	Validated
HND Computing	5	1 year		
HNC Construction and the Built Environment	4	1 year	Pearson	RQF Award
HNC Construction and the Built Environment (Civil Engineering)	4	1 year	Pearson	RQF Award
HND Construction and the Built Environment (Civil Engineering)	5	1 year	Pearson	RQF Award
HNC Electrical and Electronic Engineering	4	1 year	Pearson	RQF Award
HND Electrical and Electronic Engineering	5	1 year	Pearson	RQF Award
HNC Manufacturing Engineering	4	1 year	Pearson	RQF Award
HND Manufacturing Engineering	5	1 year	Pearson	RQF Award
HNC Mechanical Engineering	4	1 year	Pearson	RQF Award
HND Mechanical Engineering	5	1 year	Pearson	RQF Award
FdSc Coaching and Fitness	5	2 years	Plymouth Marjon University	Validated

FdSc Football and Coaching and Development	5	2 years	Plymouth Marjon University	Franchised*
FdSc Sports Therapy	5	2 years	University of Plymouth (from 2020/21)	Validated
CertEd Certificate in Education	4/5	2 years (part time only)	University of Exeter University of Exeter	Validated
PGCE Post Graduate Certificate in Education	6/7	1 year	University of Exeter	Validated
BA(Ord) Business Management	5/6	1 year	University of Exeter	Validated
FdA Creative and Professional Writing	5	2 years	University of Plymouth	Validated
FdA Early Childhood Studies	5	2 years	University of Plymouth	Validated
FdA Film and Television Production	5	2 years	University of Plymouth	Validated
FdA Fine Art	5	2 years	University of Plymouth	Validated
FdA Graphic Communication	5	2 years	University of Plymouth	Validated
FdA Health and Social Care Studies	5	2 years	University of Plymouth	Validated
BSc (Hons) Health and Social Care	6	1 year	University of Plymouth University of Plymouth	Validated
FdA Photography	5	2 years	University of Plymouth	Validated
FdA Public Services	5	2 years	University of Plymouth	Validated
BSc(Hons) Public Services	6	1 year	University of Plymouth University of Plymouth	Validated

\* Please note when applying for funding in connection with a transfer to a franchised programme of study, students must select the franchising university as the provider not Exeter College.

## Appendix 2

### APCL Policies and Procedures for Validating/Franchising University or National Awarding Bodies

University or Awarding Body	Policy, Procedure or Guidance on APCL
Kingston University	<a href="https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/academic-quality-and-standards/accreditation-processes/">https://www.kingston.ac.uk/aboutkingstonuniversity/howtheuniversityworks/policiesandregulations/academic-quality-and-standards/accreditation-processes/</a>
Plymouth Marjon University	<a href="https://www.marjon.ac.uk/about-marjon/institutional-documents/academic-strategies-and-policies/admissions-policy-and-procedures.pdf">https://www.marjon.ac.uk/about-marjon/institutional-documents/academic-strategies-and-policies/admissions-policy-and-procedures.pdf</a>  (See Section 5, Accreditation of Prior Learning)
University of Exeter	<a href="http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/its/apl/">http://as.exeter.ac.uk/academic-policy-standards/tqa-manual/its/apl/</a>
University of Plymouth	<a href="https://www.plymouth.ac.uk/about-us/teaching-and-learning/handbook/a-c">https://www.plymouth.ac.uk/about-us/teaching-and-learning/handbook/a-c</a>  (See Accreditation of Prior Certified Learning)
Pearson	<a href="https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html">https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html</a>  (See Recognition of Prior Learning Policy and Process)