

Student Transfer Guidance (Higher Education) 2025 - 2026

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. DOCUMENT HISTORY

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SLT Owner: Assistant Principal HE and Academic Registrar

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2. POLICY STATEMENT

2.1. University Centre Askham Bryan (Askham Bryan College) is committed to providing excellent customer service and we continually seek ways to improve the student experience, including supporting students in making considered choices relating to their programme of study. Selecting an institution at which to study, and choosing a particular programme of study are major choices, and are influenced by multiple factors.

2.2. The College recognises that students may re-consider their initial choices over time, which may result in a change of programme and/or institution. The College is committed to supporting all students in their decision making relating to transfer. This guidance is designed to support students in the process involved in facilitating a transfer between programmes and/or institutions which are currently accepting applications. Guidance in relation to student transfer in the event of programme closure at the College is described in the College's Student Protection Plan¹.

2.3. Transferring includes the following categories:

- Internal transfer (programme change): A student enrolled on a programme at the College moves from one programme to another. This includes change of discipline, award type (e.g. BSc to FdSc) or mode of study (e.g. full-time to part-time);

¹ <https://www.askham-bryan.ac.uk/higher-education/key-information-for-applicants>

- Transfer to another provider: A student enrolled on a programme at the College moves to another institution to continue their studies;
- Transfer to the College: A student studying at another provider wishes to transfer to a programme delivered at the College.

3. TRANSFERS

3.1. Internal transfer (programme change)

- 3.1.1. A current student at the College should speak to their Course Manager in the first instance if they are considering transferring to another programme. Transfers will depend on current students meeting the entry criteria of the programme onto which they wish to transfer, and the availability of places (if applicable). Once appropriate discussion has taken place, the Course Manager will ensure that the appropriate transfer paperwork is submitted in a timely manner to UCAB Academic Services. All internal transfers are subject to approval. It is the students' responsibility to discuss their eligibility for a student loan with the Student Loans Company, as some transfers may extend the duration of study.
- 3.1.2. Internal transfers are usually only permitted no later than 2 weeks after start date of a course, but a later date may be permitted on a case by case basis. The very latest date that a transfer would be permitted is prior to the close of UCAS clearing for that academic year.
- 3.1.3. Students need to be aware that if transfer is approved that there may be additional work to complete or assessments to catch up on. Guidance would be provided, but this would not normally fall into the remit of any extension or mitigating circumstances evidence.

3.2. Transfer to another provider

- If a current student at the College wishes to transfer to another institution/provider, the student is encouraged to discuss their needs with their Course Manager. The Course Manager will liaise with the HE Registry Office to ensure appropriate paperwork is completed and to ensure appropriate response to any requests for information from the provider to which the student is transferring. It is the students' responsibility to discuss their eligibility for a student loan with the Student Loans Company, as some transfers may extend the duration of study.

3.3. Transfer to the College

- Students wishing to transfer into the College are advised to contact the HE Admissions Officer in the first instance at the following email address: HE@askham-bryan.ac.uk. Students must meet the entry criteria for the programme onto which they wish to transfer and must have a satisfactory academic performance to date. For students wishing to transfer credit already gained (including Advanced Standing from Year 2 onwards), the course manager will discuss the suitability and currency of the credit with the HE Quality/Registry personnel to ensure appropriateness of transfer. It is the students' responsibility to discuss their eligibility for a student loan with the Student Loans Company, as some transfers may extend the duration of study.

4. SCOPE AND LIMITATIONS

- 4.1 This guidance applies to all higher education provision at the college.

5. RESPONSIBILITIES

- 5.1 The Assistant Principal HE and Academic Registrar will have overall responsibility for ensuring compliance with this policy. The Assistant Principal HE and Academic Registrar will be assisted by Head of HE Academic Services and Academic Services Team to ensure compliance with this policy.

6. MONITORING AND REVIEW

- 6.1 Assistant Principal HE and Academic Registrar will maintain oversight of the effectiveness of these arrangements. This policy and the implementation arrangements which underpin it will be reviewed annually or bi-annually by the Assistant Principal HE and Academic Registrar.

7. SUPPORTING/RELATED DOCUMENTS

- HE Admissions Policy and Procedure
- HE Student Postponement and Withdrawal Policy and Procedure