



<b>TRANSFER ARRANGEMENTS FOR STUDENTS OF HE PROGRAMMES</b>
Approved by: Executive Board
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## Transfer Arrangements for Students on HE Programmes

**Definition:** The term ‘transfer’ refers to the process by which a current Higher Education student, either studying at the College or at another College/Higher Education Institution, moves (‘transfers’) from one higher education programme to another.

The College will support students who may wish to transfer internally to another course within the College, to another College/Higher Education Institution, or from another College/Higher Education Institution to the College.

This will apply to:

- current students at other Colleges/Higher Education Institutions wishing to transfer to a programme of study at the College;
- current students at the College who wish to transfer to another programme at the College;
- current students at the College who wish to transfer to another College/Higher Education Institution.

Transfers requested after the third week of teaching in the Autumn Term will not normally be allowed within the same academic year. If there are exceptional circumstances for requesting a change, after the deadline, then this should be discussed with the Head of Higher Education.

Any changes made to the higher education programmes may have implications on the duration of study, fees and/or funding. Admission Team can give advice on this.

Students studying in the UK on a Tier 4 visa should also contact the Admission team on 0208 760 5934 or email [admissions@croydon.ac.uk](mailto:admissions@croydon.ac.uk) before submitting a request to transfer their higher education programme.

### Procedure

If a student has the necessary entry qualifications and there are places available on the course, they may be considered for a transfer. However, students do not have an automatic right to change their higher education programme.

#### 1. Process for Students Transferring from another College/Higher Education Institution to the College (Transfer In)

Students from another College/Higher Education Institution who wish to transfer to a programme at the College should contact the College’s Admissions Team (0208 760 5934 or email [admissions@croydon.ac.uk](mailto:admissions@croydon.ac.uk)) who will advise the student on the process for applications. Eligible students can use the Accreditation of Prior Learning process, which allows them to use their existing qualifications and experience towards the entry requirements of a degree. Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. The Programme Leader of the course will review the transfer information and advise the student if the transfer is possible or not.

#### 2. Process for Students Transferring from the College to another College/Higher Education Institution (Transfer Out)

Before considering applications for transfer, students are encouraged to discuss their situation with the Programme Leader. Students who are currently studying at the College and who wish to transfer to another College/Higher Education Institution should contact

the institution they wish to transfer to and seek advice on transferring. In most cases students will need to provide an official transcript of their results to the institution they are applying to. Transcripts can be requested from the College exam department. Students should contact Admission team for support. In all cases, students will need to withdraw from their programme of study at the College. This can only take place after the student discuss this with their Programme Leader and complete the withdrawal paperwork.

### 3. Process for Students seeking to transfer within the College

The eligibility of a student to transfer from one programme to another at the College is determined by the entry criteria for the programme to which they are seeking to transfer and the timing of the request to transfer. Transfer between programmes requires the sign off from the Programme Leader from the student's original programme of study, and the Programme Leader of the proposed new programme of study.

Step1: Students should contact their Programme Leader in the first instance to discuss their request and the options available.

Step 2: If, following discussion with their Programme Leader, a student still wishes to transfer, they should then contact the Programme Leader for the programme they wish to transfer to.

### 4. Changing Optional Modules

Students do not have an automatic right to change optional modules. If the student has the necessary pre-requisites and there is space in the class, then the change may be approved. All changes should be discussed with the Programme Leader.