

DN COLLEGES GROUP

Higher Education Student transfer arrangements

This statement applies to: current higher education students within the DN Colleges Group who wish to transfer to another course within the Group; current higher education students at another institution who wish to transfer to a course at the DN Colleges Group; current higher education students at the DN Colleges Group who wish to transfer study to another institution.

The DN Colleges Group (DNCG) offers its students the opportunity to transfer studies, either from one course to another within the DNCG's University Centre Doncaster (UCD) or University Campus North Lincolnshire (UCNL), or to or from another institution.

We acknowledge that occasional changes in circumstances may lead students or applicants to change their minds.

In keeping with our commitment towards an integrated model of academic-professional support throughout all stages of the student life cycle, all transfer processes are handled through staff in our University Centre Information and Advice Offices.

1 Transfers within the DN Colleges Group

We would always request that students discuss potential transfers with their Programme Leader, personal tutor or Academic Advocate and staff within the University Centre Information and Advice Offices (UCD or UCNL, as appropriate). This enables a full discussion of options prior to submitting a formal request. Students should bear in mind matters such as:

- The impact on eligibility for a student loan through Student Finance England (where applicable)
- Whether any academic credit may be transferred to new modules
- The different credit structures which apply to DNCG courses, depending on which awarding body validates the identified programmes
- The point in the academic year and amount of coursework which may be required in order to catch up

2 Transferring to the DN Colleges Group

We welcome applications from students who are currently enrolled with another higher education provider. We would request that an applicant provides evidence of taking advice from staff at the current institution of study. Enquiries should always be directed to the University Centre Information and Advice Offices (UCD or UCNL, as appropriate). This enables an enquiry to be directed to our academic and professional support staff who would advise on the process. Withdrawal from the existing institution would be required before formally enrolling with the DN Colleges Group.

Some applicants may be seeking advanced standing, i.e. the recognition of existing study or prior certificated learning which might be used as credit towards a qualification. Depending on which of our University partners or awarding bodies validates the course into which a transfer is requested, there is a set of formal documentation to be completed in advance of a panel meeting to approve any advanced standing. As in all transfer cases, the starting point should always be directed through the University Centre Information and Advice Offices.

3 Transferring from the DN Colleges Group

We acknowledge that circumstances may occasionally require a student to consider transferring to another institution. This decision should only be taken following discussion with the Programme Leader or member of the higher education management teams. A student would need to withdraw from the DN Colleges Group before enrolling at another institution.

We recommend that a student completes the year of study wherever possible as this would enable the award of relevant credits and perhaps an intermediate award. Students are entitled to receive a transcript of credit for all passed modules once the examination boards have confirmed results.

As with all transfer arrangements the detailed guidance through these processes should be sought through the University Centre Information and Advice Office staff.

Essential contact information:

<p>University Campus North Lincolnshire Information and Advice Office Ashby Road Scunthorpe DN16 1BU Tel: 01724 294125 Email: enquiries@ucnl.ac.uk Web: www.northlindsey.ac.uk</p>	<p>University Centre Doncaster Information and Advice Office The Hub Chappell Drive Doncaster DN1 2RF Tel: 0800 3587474 Email: he@don.ac.uk Web: www.don.ac.uk</p>
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