



# Higher Education Student Transfer Policy

## **1. Purpose**

- 1.1 The purpose of this policy is to ensure that DN Colleges Group (DNCG) supports 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 influenced by multiple factors and we are committed to supporting student choice.
- 1.2 DNCG offers its students the opportunity to transfer studies, either from one course to another within the DNCG's University Campus Doncaster (UCDon) or University Campus North Lincolnshire (UCNL), or to or from another institution.
- 1.3 DNCG recognises that students may review their initial choices over time, which may result in a change of programme and/or institution. This guidance is designed to support students in facilitating a transfer between programmes and/or institutions.

## **2 Scope**

- 2.1 This policy sets out arrangements for student transfers on any higher education programme at DNCG.

Transferring includes following:

- Internal transfer (within College): currently enrolled higher education students within the DNCG who wish to transfer to another programme. This includes a change of mode (e.g. full-time to part-time), change of award (e.g. FdSc to BSc) or change of curriculum;
- Transfer to the College: current higher education students at another institution who wish to transfer to a course at the DNCG;
- Transfer from the College: current higher education students at the DNCG who wish to transfer study to another institution.

- 2.2 Guidance in relation to student transfer in the event of programme closure at DNCG is described in the College's current Student Protection Plan

## **3 Responsibilities**

- 3.1 Students should always in the first instance discuss potential transfers with appropriate staff within the College.

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;
- It is the students' responsibility discuss their eligibility for a student loan with the Student Loans Company, as some transfers may extend the duration of study. Students transferring to or from DNCG must assume full responsibility for any communications with

the Student Loan Company where applicable, and must ensure their information is updated at the earliest opportunity to ensure the correct tuition fee structure is established.

## 4 Definitions and/or Relevant Legislation

### 4.1 Office for Students Condition F2

## 5 The Policy

5.1 Students who are currently enrolled with another higher education provider are welcome to discuss transfer to study at DNCG. 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 DNCG Registry office in the first instance. 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.

5.2 **Internal transfer:** Current DNCG students should speak to their Programme Leader 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. All internal transfers are subject to approval.

**Transfer to the College:** Students wishing to transfer onto a programme at DNCG are advised to contact the Registry Team by emailing:

University Campus Doncaster: HEAdmissions@don.ac.uk

University Campus North Lincolnshire: HEAdmin@UCNL.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), the programme leader at DNCG will discuss the suitability and currency of the credit with the Registry Team to ensure appropriateness of transfer.

**Transfer from the College:** If a current student at the College wishes to transfer to another institution/provider, the student is encouraged to discuss their needs with their Programme Leader. The Registry Office will ensure appropriate paperwork is completed and ensure appropriate response to any requests for information from the provider to which the student is transferring.

## 6 Relevant Policies and Procedures

6.1 DNCG Student Protection Plan  
DNCG Tuition Fees Policy  
Credit transfer policies (eg RPL/APEL) of associated validating universities

## **7 Who to Contact with Queries**

- 7.1 [enquiries@ucnl.ac.uk](mailto:enquiries@ucnl.ac.uk)  
[qualityhe@dncolleges.ac.uk](mailto:qualityhe@dncolleges.ac.uk)

## **8 Communication**

- 8.1 This policy will be approved by the Higher Education Academic Board and will be available to all customers via the DNCG websites as appropriate.

## **9 Authorisation**

Policy Holder: DNCG Higher Education Quality Team  
Approval Committee: Higher Education Academic Board  
Approval Date: 13 September 2023  
Next Review Date: June 2026