

Student Transfer Plan

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Background

1. All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to facilitate transfer to a different course or provider (incoming or outgoing) and to facilitate student transfer under a Student Protection Plan where required.

All references to 'the College' in this document refer to BMet (Birmingham Metropolitan College).

Introduction

2. This document sets out our institutional arrangements for students to transfer to a different course or provider whether you are studying a Higher Education course awarded by Pearson UK, the University of Derby, our Foundation Degree courses awarded by Birmingham City University and our BSc (Hons) Degree Podiatry course awarded by the University of Wolverhampton. It covers arrangements for students transferring out and for those transferring in to BMet College. It also supports students seeking transfer to another course at BMet College.
3. Student transfer, for the purposes of this document, includes:
 - a) Transfer triggered by the College's Student Protection Plan
 - b) Transfer to another provider from BMet
 - c) Transfer into BMet from another provider
 - d) Transfer between courses at BMet
4. In the event of 3a) we will firstly aim to teach out all current students on their original course; where this is not possible, we will facilitate an appropriate transfer to another appropriate course or provider. Information about BMet's Student Protection Plan is available from:

<https://www.bmet.ac.uk/wp-content/uploads/2019/03/10006442-Student-Protection-Plan.pdf>
5. In the event of 3b) above, we will facilitate BMet students who wish to transfer to another provider.
6. In the event of 3c) above, we will facilitate transfer of students from other providers to BMet where we may be able to offer a suitable alternative course for students to complete their studies.
7. In the event of 3d) above, we will facilitate transfer to a suitable alternative course, as appropriate.
8. This plan is available to all current and potential students.

Student Transfer triggered by the College's Student Protection Plan

9. The College's Higher Education Lead (or their nominee) will establish a Student Protection Implementation Team appropriate to transfer, and will oversee the production by this team of a Student Protection Implementation Plan. This will set out the details of the reasons for the implementation plan, the responsible manager for the plan (normally the Higher Education Manager or nominated senior academic manager). The plan will include:
 - a) Details of the student's representative,
 - b) The risks identified and likely implications for students
 - c) The communication
 - d) Identification of any additional stakeholders
 - e) College support and advice plan for students
 - f) The timescales involved

Transfer Out of BMet

10. As a consequence of events outlined in our Student Protection Plan or a student decision to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies. This may include, but is not limited to:
 - a) Course or discipline closure
 - b) Institutional closure
 - c) Loss of designation
 - d) Loss of accreditation
 - e) Student-led withdrawal
11. Should transfer to another provider be necessary we will support arrangements to confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript. Where transfer of completed credit is not possible the student will receive a refund for all/part fees in accordance with our Fee Policy. (available on the College website).
12. Transfer out of the College will be facilitated by Admissions in accordance with relevant Student Protection Implementation Plan(s) where these apply.

Transfer In to BMet

13. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the university, we will consider:
 - a) Admission of students onto a similar course of study, taking completed credit, level attained or other study undertaken into consideration, as appropriate via Recognition of Prior Learning.

- b) Admission of students onto an alternative course of study, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for Admission (available on the College website).

Transfer between BMet's Courses

- 14. As a consequence of students requesting to transfer between courses at the College we will consider:
 - a) Transfer of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate.
 - b) Transfer of students onto an alternative course, taking completed credit, level attained, or other study undertaken into consideration, as appropriate.
- 15. Transfer between courses at BMet will normally be facilitated by the receiving Department for current students with advice and support from Admissions where required. In circumstances where a student is attending their studies and wishes to transfer to another course, the transfer will be facilitated by the relevant Course Director.

Refund and Compensation

- 16. Refund for all/part tuition fees where students are unable to transfer completed credit, is provided for in accordance with our Fee Policy.
- 17. Compensation for tuition and maintenance costs where students are required to transfer courses or provider is in accordance with the applicable College's Fee Policy.

Advice and Support

- 18. For current BMet students in the event of a transfer out of the College, advice and support will be available for students as outlined above. In the first instance, advice is available from the relevant Course Lead or College's Student Experience Team.
- 19. For students seeking a transfer in to the College, information is available from Admissions.
- 20. In the event of BMet students seeking to transfer between courses at the College, advice and support will be available to you. In the first instance, advice will be available from your current Course Lead and the Course Lead of the new course.

Feedback and Contacts

- 21. If you have any views, concerns or feedback in relation to transfer arrangements arising under the Student Protection Plan, please contact the College's Higher Education Office, at studentprotectionplan@bmet.ac.uk.

22. If you wish to discuss any enquires about Student Transfer, please contact headmissions@bmet.ac.uk