

Student Transfer Arrangements

Background

As a registered provider of Higher Education, the College is required to publish the arrangements it has in place to facilitate student transfers. These transfer arrangements have been published in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. They cover the arrangements for students transferring from another institution, to another institution or between programmes at University Centre at Leeds City College (UCLeeds).

Introduction

UCLeeds is committed to supporting students to transfer within, into, and out of the College where they wish to do so.

The term 'transfer' refers to the process by which a current student, studying either at the College or at another Higher Education Institution, transfers their studies from one higher education programme to another. This document includes:

- Internal transfers within the College
- Transfers from another Higher Education Institution to the College
- Transfers from the College to another Higher Education Institution

Our validated higher education programmes align with the [Framework for Higher Education Qualifications of Degree-Awarding Bodies](#) covering England, Wales and Northern Ireland. This ensures the comparability of the standards of our higher education programmes nationally and internationally, and facilitates student transfer internally and between institutions.

- **Students Seeking to Transfer within UCLeeds**

Applications to transfer to other programmes within UCLeeds will be assessed against the entry criteria for the programme to which the student wishes to transfer. The timing of the request will also be taken into consideration.

Students seeking to transfer to programmes within the College should contact their course tutor in the first instance to discuss their request. If, following this discussion, a student still wishes to transfer, they should then contact the HE Admissions Officer who will liaise with the relevant programme team. The new programme team will then liaise with HE Admissions and HE Registry who will complete the process at the College and notify Student Finance England. The transfer of credit will be facilitated through our [HE Recognition of Prior Learning Policy](#)

In the event that an application for transfer is unsuccessful, the student may submit an appeal under the [Higher Education General Appeals Process](#)

- **Students Transferring from other Higher Education Institutions to University Centre. Leeds City College**

Students from another Higher Education Institution who wish to transfer to a programme at the College should contact the UC Admissions Officer (01226 235 4450) who will advise the student on the process for application (which may be via UCAS or direct application). Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. The timing of the request will also be taken into consideration.

Transfer with credits from the previous course will be considered under the [HE Recognition of Prior Learning Policy](#). Students seeking to transfer based upon prior attainment will be required to produce a certificate or transcript to support their application, and assessment will be undertaken by academic staff of the relevance of the prior attainment to the programme the student is seeking to transfer to. Recognition of Prior Learning is subject to the regulations of our validating partner universities and may vary from programme to programme.

In the event that an application for transfer is unsuccessful, the student will be advised of this by the Admissions Officer. Students wishing to appeal a decision may do so by submitting a formal complaint using the [Higher Education General Appeals Process](#)

- **Students Transferring from UCLeeds to another Higher Education Institution**

Students who are currently studying at the College and who wish to transfer to another Higher Education Institution should contact the institution they wish to transfer to and seek advice on transferring.

Students will need to withdraw from their programme of study at the College by contacting their course tutor. Where a withdrawal has been confirmed, the College will make arrangements to confirm any completed credit or attainment as appropriate. This will be provided in the form of a transcript.