

University Centre Myerscough Student Transfers

University Centre Myerscough (part of Myerscough College) is an Associate School of the University of Central Lancashire (UCLan). All higher education courses at Myerscough are awarded by UCLan.

Both Myerscough and UCLan are registered as a higher education providers with the Office for Students and such we are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. A student transfer is defined within Section 38 of the Higher Education and Research Act.

As an Associate School of the University, the College follows the UCLan Academic Regulations and processes relating to student transfers. College policies relating to student transfers are aligned directly to the University's Academic Regulations and processes including, Admissions, Assessment, Fees, Recognition of Prior Learning (APPL/APEL), Student Protection Plans and UKVI Tier 4 Compliance.

It is the College's aim to ensure that students are able to continue on their current courses wherever possible, where this is not possible, the College and University will facilitate an appropriate transfer.

Student transfer is defined as:

1. Transfer to another provider from the College initiated by a student
2. Transfer to the College from another provider initiated by a student
3. Transfer between courses or modes of study at the College initiated by a student

Any student has a right to request an internal or external transfer. However, in relation to internal transfer the student does not have the automatic right to transfer to another course or mode of study. Consideration of the request will be made but may not be possible because of regulatory requirements, lack of the appropriate entry qualifications and/or other reasons such as the course is full.

The College's Higher Education Tuition Fee Policy contains details on fee liability and should be consulted in the event that a student initiates a transfer or course change. It is the student's responsibility to seek relevant advice in relation to fee implications of any requested transfer.

1. Transfer to another provider from the College initiated by a student

Should the transfer to another provider be initiated by a student, the College and/or University will:

- Confirm any completed credit or study undertaken as appropriate to facilitate the student to transfer to another provider. This will be provided through a student transcript (provided by the University).
- Eligibility for any appropriate exit award would be determined in accordance with the relevant Assessment Regulations.
- Advise upon and calculate any fees due in line with the College Higher Education Tuition Fee Policy.

2. Transfer to the College from another provider initiated by a student

As a consequence of events at another provider activating a transfer, or as a result of a student electing to transfer, the College and/or University will consider:

- The admission of a student on to a similar course in a cognate area or an alternative award, taking into account the admissions criteria of the course to be transferred to, completed credit, level of study and any other previous study, as appropriate.
- The process will be facilitated through the College's Admissions Policy and, where appropriate, utilising APL/APEL processes.
- Applicants applying for full time courses should do so via UCAS using the appropriate point of entry marker. Applicants applying for part time courses should make a note of their chosen starting point in their personal statement.
- In the event that evidence of prior learning is not satisfactory, alternative options may be offered such as advice and guidance in relation to an alternative course or point of entry, or request to complete bridging modules to make up any missing credit or study elements.

3. Transfer between courses or modes of study at the College initiated by a student

As a consequence of a student initiating a transfer between courses or modes of study, the College and/or University will consider:

- The admission of a student on to a similar course in a cognate area or an alternative award, taking into account the admissions criteria of the course to be transferred to, completed credit, level of study and any other previous study, as appropriate.
- The process will be facilitated through the College's Withdrawal, Break in Learning and Transfer of FE, Apprentices and HE Students Policy and, where appropriate, utilising APL/APEL processes.

Advice and Support

- In the event of an individual student transfer, academic advice and support will be available via the Course Leader.
- Advice is also available from the College Admissions Team and from the University via the 'The <i>'.</i>
- For international students, personal and/or immigration advice linked to the course transfer process is available from the College Admissions Team or the University Student Immigration and Compliance Team.
- Independent advice is available for all students from the UCLan Students' Union Advice Centre.
- At point of offer, applicants are reminded of their responsibility to inform Student Finance England of any changes. Individual advice in relation to student loans and other financial support is also available from the College Finance Team.

Related Policies and Processes

The following College policies relating to student transfers are available on the College website: <https://www.myerscough.ac.uk/policies/>



- Student Admissions Policy and Procedure
- Higher Education Tuition Fees Policy
- Withdrawal, Break in Learning and Transfer of FE, Apprentices and HE Students Policy
- Recognition of Prior Learning Policy and Procedure

Further details of UCLan processes relating to student transfers are available on the University website:

- UCLan Accreditation of Prior Learning:
https://www.uclan.ac.uk/study_here/apl.php
- UCLan Course Change Processes:
https://www.uclan.ac.uk/students/support/study/change_your_course.php
- UCLan Student Policies and Regulations:
https://www.uclan.ac.uk/study_here/student-contract.php