



## Activate Learning Student Transfer Arrangements

### 1. Background

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 (Condition F2).

### 2. Introduction

This plan explains our institutional arrangements for students to transfer between programmes of study or higher education providers in a manner that facilitates the continuation of study and includes:

- a) Transfer between programmes at Activate Learning
- b) Transfer triggered by implementation of Activate Learning's Student Protection Plan
- c) Transfer to another provider from Activate Learning
- d) Transfer to Activate Learning from another provider
- e) Transfer to alternative locations within Activate Learning where the same programme is taught

In the event of a) Activate Learning will facilitate transfer to a suitable alternative programme, as appropriate. Please see additional information (section 3) regarding transfer between programmes.

In the event of b) and c) Activate Learning will firstly aim to teach out all current students on their original programme. Where this is not possible, we will facilitate an appropriate transfer in line with our [Student Protection Plan](#). Please see additional information (sections 4 & 5) about transfer out.

In the event of d) Activate Learning will facilitate the transfer of students from another provider where we have a suitable alternative programme to enable students to complete their studies. Please see additional information (section 6) regarding transfer in.

In the event of e) where Activate Learning delivers programmes at different locations, it may be necessary to transfer students from one location to another where they may join a parallel group if there is a decision to suspend or close delivery at a location.

### 3. Student transfer between programmes at Activate Learning

As a consequence of students requesting to transfer between programmes, we will consider;

- a) Transfer of students onto an alternative programme, taking completed credit, level of attainment or other study undertaken into consideration, as appropriate. This will be facilitated through the relevant awarding body's process for Recognition of Prior Learning<sup>i</sup>. However, it is unlikely that a transfer into the second (or third) year of a programme in a different subject area will be possible unless students can demonstrate they possess the relevant level of knowledge in the new subject.
- b) Students wishing to transfer between programmes or transfer the mode of study on their existing programme should contact the relevant Programme Coordinator in the first instance to confirm if this is an option. It may be possible to transfer from full-time to part-time and vice versa, however, there will be tuition fee implications.

#### **4. Student transfer triggered by implementation of Activate Learning's Student Protection Plan**

As a consequence of events outlined in our Student Protection Plan Activate Learning will facilitate transfer to another higher education provider in order for the student to complete their studies.

- a) Admission of students onto a similar programme, taking completed credit, level of attainment or other study undertaken into consideration, as appropriate. This will be facilitated through our awarding body's admissions and accreditation of prior learning processes.
- b) Admission of students onto an alternative programme, taking completed credit, level of attainment or other study undertaken into consideration, as appropriate. This will be facilitated through our awarding body's admissions and accreditation of prior learning processes.

The eligibility of a student to transfer into a programme of study at Activate Learning from another higher education provider is determined primarily by the entry criteria for the programme and the timing of the request to transfer.

## **7. Refund and compensation**

Refund for all or part of the fees and/or compensation will be made in accordance with Activate Learning's Student [Fees Policy](#) and Student Protection Plan.

## **8. Advice and support**

In the event of a transfer in or out of Activate Learning, advice and support will be available to students individually or collectively. In the first instance, advice and guidance is available from the appropriate Programme Coordinator or HE Admissions Coordinator. Alternatively, existing or potential students can email [HE@ActivateLearning.ac.uk](mailto:HE@ActivateLearning.ac.uk) with their transfer enquiries.

In the event that an application for transfer is unsuccessful, the student may submit a complaint under Activate Learning's [Comments, Suggestions and Complaints Policy](#).

This plan is made available to all current and potential students on our website and is reviewed annually.

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<sup>i</sup> [Oxford Brookes University](#)  
[Kingston University](#)  
[University of Greenwich](#)  
[University of Reading](#)  
[Pearson](#)