

<b>Process for: Stu 1n</b>	<b>Transfer Arrangements for Students on HE Programmes</b>
Process owner:	Deputy Principal, Curriculum, Performance & Innovation
To ensure that:	HE students can transfer to another HE programme
Which applies to:	All HE students
Monitoring and evaluation:	Head of Higher Education

<b>Introduction</b>
<p>The college is fully committed to supporting students to transfer within, into, and out of the college where they wish to do so. student, either studying at the college or at another college/higher education institution, moves another. Students may transfer internally to another course within the college, to another college/higher education institution, or from another college/higher education institution to the college.</p> <p>This statement applies to:</p> <ul style="list-style-type: none"> <li>• current students at other colleges/higher education Institutions wishing to transfer to a programme of study at the college;</li> <li>• current students at the college who wish to transfer to another programme at the college;</li> <li>• current students at the college who wish to transfer to another college/higher education institution.</li> </ul>

<b>Procedure</b>
<p>Programme changes will be handled equitably across the college.</p> <p>Students do not have an automatic right to change their higher education programme. If a student has the necessary entry qualifications and there are places available on the course, they may be considered for a transfer.</p> <p><b>Process for Students Transferring from another College/Higher Education Institution to the College (Transfer In)</b></p> <p>The eligibility of a student to transfer from another college/higher education institution to a programme of study at the college is determined by the entry criteria for the programme and the timing of the request to transfer.</p> <p>Students from another college/higher education institution who wish to transfer to a programme at the college should contact the c admissions team (information@bcot.ac.uk) who will advise the student on the process for applications.</p> <p>Applications will be assessed against the entry criteria for the programme to which the student wishes to transfer. The academic tutor will review the transfer information and advise the student if the transfer is possible or not.</p>

Date Reviewed: Jan 2023	Date Impact Assessed: Jan 20, Jan 23	Date Review Due: July 2025
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