



Bury College University Centre Student Transfer Arrangements 2019-20

As a registered provider of Higher Education, Bury College is committed to ensuring students are able to successfully complete their studies and will make all reasonable efforts to enable them to do so.

In support of this, Bury College University Centre sets out how continuation and quality of study will be maintained for students (both current and potential), including any relevant transfer arrangements.

These build on our experience of delivery of higher education over many years, and are intended to assure current and future students that we have appropriate arrangements in place to meet any programme changes or course closures. These include:

Transferring In

Students wishing to transfer to Bury College from another higher education institution are advised to discuss the financial implications with both institutions before proceeding with the transfer.

Transferring Out

If your circumstances change and you need to relocate, one of our HE team can advise you on the possibility of transferring to another University or Higher Education Institution. A meeting will also be required to discuss any financial implications of transferring.

Programme Changes or Course Closure

Where events result in a material change to delivery location, e.g. through change / closure of a location, the college would implement measures including:

- Staged implementation to allow students to complete as much of programme at the original location
- Transferring delivery of affected programme(s) to another college location
- Transferring delivery of affected programmes to another designated venue (with provision of travel and accommodation if required)
- Supporting students to transfer to alternative providers
- Delivery in alternative modes, e.g. distance learning, to enable students to complete their programme

Where the college is unable to deliver a material component of a course, it would consider measures such as:

- Communicating as soon as possible to all prospective applicants, advising them of their right to apply for entry to a suitably alternative course or to withdraw their application and seek entry to another institution
- Consulting with existing students at the earliest opportunity and, where practicable, take their views into account
- Securing suitable replacement staff resource
- Considering alternative delivery arrangements, for example, moving or swapping module delivery to another semester

- Considering whether the programme learning outcomes can be achieved through an appropriate replacement module(s) or other alternative means
- Offering students the opportunity to transfer to an alternative programme within the college and providing appropriate support

There is minimal risk that a course would close once delivery had commenced, however in the event of programme closure, the college would consider measures such as:

- Taking all reasonable steps to 'teach out' the provision and allow students to complete their programme of study
- Where this is not possible, staged implementation of subject closure will take place to allow students to complete as much of their programme as possible
- Supporting students to transfer to another programme at the college/HEI (with reasonable advice, guidance and support to support their transfer, e.g. with credit transfer)
- Where changes result in prospective students being unable to study their intended programme every effort will be made to secure a suitable alternative at the college or elsewhere

Should circumstances arise where the college is unable to deliver provision, it will take all reasonable steps to minimise any disruption to students, e.g. through:

- working with relevant funding bodies to enable enrolled students to complete their year of study/programme
- where this is not possible, supporting students to transfer to appropriate programmes at other providers and, where appropriate, financially compensating students where they suffer demonstrable, material financial loss because of disruption to their studies
- provision of reasonable support to students for accessing a programme run by another provider, including making arrangements for the transfer of credits and information about academic progress
- considering assistance for affected students by providing evidence / letters / statements in support of the continuation of their studies
- partner with another institution to maintain all or part of the current provision

These measures would help to mitigate the impact on students and enable them to focus on completing their studies.

These arrangements conform to the 2015 Higher education course changes and closure: statement of good practice, endorsed by HEFCE, AoC, UUK, Guild HE and the NUS.