

Study Group HE UK

Student Transfer

Policy



Document Control

Document Name		Study Group Student Transfer Policy	
Document Owner		Academic Registrar	
Approved by		OFS Project Board	Date Approved 29/07/2019
Version	Date	Update by	Details
0.1	16/07/2019	Nick Hudson	Initial draft for 2019/20 academic year
0.2	19/07/2019	Adam Roberts	Updated version following feedback from Document Reviewers
1.0	29/07/2019	Adam Roberts	Approved version

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Associated Documents

Names
Student Protection Plan

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1 Purpose

The purpose of this document is to clarify the mechanisms and controls that are in place to:

- facilitate the progression of a student onto an undergraduate or postgraduate degree course at a Partner University following the successful completion of a pathway course within the Study Group UK ISC network; and
- facilitate the continuation of study for a student who decides or is required to transfer onto another pathway course within the Study Group network of International Study Centres.

2 Exclusions

Study Group does not accept applications from students outside of the Study Group network of international Study Centres to transfer into and part way through a pathway course, therefore this document does not contain references to these kind of transfers.

3 Definitions

- All references to the 'Provider' in this document refers to Bellerbys Educational Services Limited, (trading as Study Group).
- All references to a 'Partner' in this document refer to a Partner University affiliated within the Study Group International Study Centre network.
- All references to 'ISC' in this document refer to an International Study Centre.
- 'Student Protection Plan' is a separate document that outlines what a student can expect to happen should a Study Group course or campus become suspended or closed.
- 'Progression' refers to the transfer of a student from Study Group UK Ltd to a Partner University onto an undergraduate or postgraduate degree course upon successful completion of a pathway course.

4 Transfer into another pathway course within the Study Group network

As a consequence of events outlined in the Study Group Student Protection Plan or a student decision to transfer to another course prior to the completion of their current course, the Provider would attempt to facilitate transfer to another programme of study (course) within the ISC network (typically within the United Kingdom but may extend globally) to enable that student to continue their studies or to restart. Events may include, but are not limited to:

- Course closure
- Partner or ISC institutional closure
- Loss of registration
- Student-driven withdrawal or transfer request

As a consequence of a transfer onto another pathway course within the Study Group network, the Provider will review the completed period of study undertaken and take the academic performance of the student into consideration, as appropriate. The transfer will be facilitated by the Internal Retention function.

If the Provider is unable to facilitate the offer of a transfer to another pathway course within the Study Group network, a refund for all or part of the paid tuition fees will be payable in accordance with the published Refund Policy.

5 Transfer (progression) to a Partner University upon completion of a pathway course

Upon a student's successful completion of a pathway course, the Provider will support arrangements in terms of confirming academic outcomes, so that student may transfer, as entitled, to a Partner in the following academic year or at a later date, by means of the issuing of a Transcript.

Transfer (progression) to a Partner will be in part facilitated through the convening of a Programme Assessment Board (final examination board) to confirm the academic and English language outcomes. Further, the Provider will support any Partner Admissions procedures that are applicable to that Partner to facilitate transfer, as contractually agreed by the Partner and Study Group.

6 Advice and Support

In the first instance, advice for a student looking to transfer between courses within a centre or between centres in the ISC network is available from the relevant Head of International Study Centre or their nominee. In addition, the student is able to approach the Welfare Officer for advice, or his/her Personal Tutor.

In terms of transfer (progression) to the Partner, students are advised from enquiry, through application and during their studies with the Provider in terms of what academic and language thresholds need to be reached for entitlement to transfer (progress) to be achieved.

The Provider works closely with its Partners to ensure students receive comprehensive and useful information in relation to transfer options ('progression degrees') and will arrange for academic tutors and advisors from the Partner to give talks to students at appropriate points in the academic cycle.

7 Feedback and Contacts

Students who have already commenced their programme of study within an ISC and who have concerns about or feedback to provide in relation to transfer arrangements arising under the Student Protection Plan should make contact in the first instance with the relevant Head of International Study Centre or their nominee. Each ISC has in place a Professional Services team, another key point of contact for students.

Students who are yet to commence their programme of study within an ISC and who have concerns or feedback in relation to transfer arrangements arising under the Student Protection Plan should make contact in the first instance with their assigned Admissions contact.

More generally, students are able to provide feedback in relation to transfer (Progression) options and progress through a range of forums, including staff-student liaison committees, the Student Council and student surveys post-induction and at the end of the academic cycle.