

ARE YOU THINKING OF TRANSFERRING COURSE OR UNIVERSITY?

Whether you are an existing student, or from another university or college, if you are considering a change in direction we can help you make the right choice. You might be able to make changes to your existing registration for example, change from a full time mode of study to part time or even intermit for a while. It might be possible to change subjects or provider.

Once you are ready, contact our Admissions team. They will arrange an appointment with you to go through the process and put you in touch with the Course Leader for your chosen course. You will need to provide information about your current course of study and the modules you have been taking, so do have this to hand.

01733 214466 or email admissions@ucp.ac.uk

Changing Provider: Transferring to another institution is a big decision. Before you consider submitting any applications for transfer, ensure that you discuss your situation with your current university or college such as your personal tutor, academic support services, or welfare support services. They may be able to offer advice, guidance, or options to address your circumstances. You may also want to discuss with them the impact a transfer of institution may have on your current funding, visa or accommodation arrangements.

Before you transfer

You are advised to:

- Explain your decision to your current Course Leader.
- Book an appointment with Admissions to discuss your options admissions@ucp.ac.uk.
- Seek advice from the new provider about their requirements and to ensure that there is a place available for you to study (you may need to reapply through UCAS).
- Both PRC and your new provider may expect payment of your tuition fees. It is important that you establish what the fee charge will be at your new university or college before you transfer. If you are leaving PRC, the amount of fees we charge will vary. At PRC, the percentage of the tuition fee that you will be charged will depend on when you leave the course. You will need to refer to the Higher Education HNC/D Refund Policy to check your fee liability www.peterborough.ac.uk/policies-statements/
- If you are employer sponsored, please remember they will need to agree your change in course.

Both your existing and new provider may expect payment of your tuition fees. The amount of fees charged will usually vary depending on when you transfer. It is important that you establish what the fee charge will be at your existing and your new provider before you transfer.

If the academic year of the new course you are transferring to has a different duration (e.g., it runs for more years or fewer years than your current course would have done) your maintenance support may be affected Student Finance will recalculate your money based on the academic year dates of your new course.

- You should tell Student Finance that you are transferring.
- It is important to tell your existing provider that you are transferring.
- You will need to ask your new provider to submit transfer details to Student Finance, as that does not happen automatically.

<p><i>How to transfer to us</i></p>	<p>You will need to refer to our list of courses and the units/modules taught www.ucp.ac.uk/a-z-courses/. Please check that you meet the entry requirement listed on the course information pages. If you are unsure as to whether you fulfil the minimum entry criteria for your desired course, please do get in contact with us so that we can help you. You can reach us by emailing admissions@ucp.ac.uk or calling 01733 214466.</p> <p>All full time transfer applications must go through UCAS, and the normal deadlines apply. You can download a part time application form from the UCP website.</p>
<p><i>How to transfer from us to another provider</i></p>	<p>If you transfer to another provider, you will need to withdraw permanently from PRC. This is a big decision. You should consider doing this carefully. We may be able to provide you with the support you need to continue with your studies, whether that is changing to a part-time course, or transferring to a university closer to home. Whatever your reasons, allow us to help you explore your options. Please talk to your current Course Leader and Student Support as soon as you start thinking about leaving.</p> <p>If you are not happy, or your circumstances have changed, you may be able to transfer to a different university or college to complete your studies. There are a number of things you'll need to research and consider first:</p> <ul style="list-style-type: none"> • Will the university or college you are interested in accept transfers? Are there spaces on the course you want to join? You should contact the university or college you are interested in to find out if they accept transfers. You may need to reapply through UCAS. • Do you meet the entry requirements for the course you want to transfer to? Even if you have already completed some study at PRC, there may also be some specific subject knowledge requirements you will need to meet (such as an A level in a certain subject). • Will you be able to start in the second or third year of a different course? You may be able to transfer directly into the second or third year of a degree course (sometimes referred to as 'Recognition of Prior Learning', 'Admission with Credit' or 'advanced standing'), if you have studied enough similar content elsewhere. This is not always possible, and you will need to check with the university or college. If you want to join the second or third year, you will need to enter this on your UCAS application as the point of entry. • You'll need to provide details of all the modules you've already studied, and any marks you received – even if you have not completed the year, or have not done as well as you expected. • There is no guarantee you will be able to switch to another course at a different course provider, even if the courses are very similar – even if you apply to start in the second or third year, the offer you receive might be to start in the first year. You may still have to complete your year at your previous university or college, as you could receive a conditional offer based on you achieving a certain percentage or grade in your modules. • If you are employer sponsored / sponsored by another organisation, please remember they will need to agree your change in course and understand any difference in fees, study mode and duration of course. We are happy to provide this information but it is the student's responsibility to seek agreement from their employer or sponsor. <p>Please ensure you talk to the Admissions department so that you have all the information necessary to make the right decision. Consider all the implications, including those that are financial discussed earlier in this guidance.</p>

Do you still wish to transfer provider?

Once you are ready, contact our Admissions team on 01733 214466 or email admissions@ucp.ac.uk. They will arrange an appointment with you to go through the process and put you in touch with the Course Leader for your chosen course. You might need to provide information about your current course of study and the modules you have been taking, so do have this to hand.

Existing HNC/HND Student Course Transfer at PRC:

What does 'Course Transfer' mean?

Course Transfer is where a student of PRC changes to another course within PRC. If you have achieved credit, you, might be able to transfer all or part of these credits to your new course. This is dependent on the agreement of the department. Transfer is NOT a student right; both a Course Leader and Admissions must agree it.

Criteria for Course transfer

We would normally only give permission to change your course within the first **three weeks** of the start of the course you are applying to do. In addition, there must be space on the course you want to study.

When considering your transfer request, we will check that you have:

- good attendance and academic progress;
- talked to your Course Leader about the reasons why you are thinking of transferring to a different course;
You may not be enjoying your current modules so make sure you are aware what other modules you will study in the future and how these relate to your chosen career. Your Course Leader needs to support your request by completing part of the Transfer Form.
- looked at details of our current courses and made sure you meet the entry requirements for the course;
- met with the Course Leader for the new course;
They will need to confirm on the Transfer Form that you meet the entry requirements and that they support your request. They will also need to assess if you can transfer any achieved credit from your current course to the new course (through a process known as Admission with Prior Learning Credit).
- considered the timing of your transfer request;
If you are requesting a transfer after the first three weeks of study there might be assessment and financial implications. For example, you may be liable to pay semester one fees for your current course, but not be able to start a different course until the start of semester 2.
- not been excluded or withdrawn;
You cannot be transferred to a course, which leads to an award at a higher level, if an Awards Board (because of academic failure) has discontinued the registration on the original course.
- you have agreement from your employer;
If you are employer sponsored / sponsored by another organisation, please remember they will need to agree your change in course and understand any difference in fees, study mode and duration of course. We are happy to provide this information but it is the student's responsibility to seek agreement from their employer or sponsor.

Credit Transfer

If you are going to be studying the same subject then usually you do not have to repeat a year. You can be admitted to study with Recognition of Prior Learning (RPL). The Admissions Team will act as liaison between you and academic staff in the first stages of a claim. They will oversee and monitor your RPL claim form and ensure that the correct

	<p>paperwork and assessment of the claim is completed. Details on this process is in the Pg20 Higher Education Recognition of Prior Learning procedure published on the website.</p> <p>If there are significant differences between the course you are leaving and the one you want to study (subjects, modules/units, technical skills etc.) it's possible you will have to complete another year at the same level - this is so you don't struggle academically and to help you get the most out of your new course.</p>
<p>Financial implications</p>	<p>If your transfer means a longer period of study, you will need to cover the additional tuition fees and cost of living. Please refer to your Terms and Conditions – PRC Offer and Enrolment document provided to you prior to your enrolment and published on www.ucp.ac.uk/financial/ for more financial information on transferring courses. It is the responsibility of the student to determine whether there will be any difference in tuition fees because of the change of course and to check with their funding body (usually Student Finance) whether the change will have any other financial implications.</p> <p>Website: www.gov.uk/student-finance Telephone: 0300 100 0607</p>

Do you still wish to transfer course?

Once you are ready, contact a Student Advisor on 01733 214463 or email support@ucp.ac.uk . They will arrange an appointment with you to go through the process and put you in touch with the Course Leader for your chosen course. You will need to provide information about your current course of study; the modules you have been taking and your qualifications so do have this to hand. There will also be a Course Transfer Form, which an Advisor will help you to complete.