

**This statement applies to: current higher education students within Hull College Group who wish to transfer to another course within the Group; current higher education students at another institution who wish to transfer to a course at Hull College Group; current higher education students at Hull College Group who wish to transfer study to another institution.**

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Hull College Group (HCG) offers its students the opportunity to transfer studies, either from one course to another within HCG, or to or from another institution.

We acknowledge that occasional changes in circumstances may lead students or applicants to change their minds.

In keeping with our commitment towards an integrated model of academic-professional support throughout all stages of the student life cycle, all transfer processes are handled through staff in our HE Registry and Data Services teams.

## **1 Transfers within Hull College Group**

We would always request that students discuss potential transfers with their Programme Leader and staff within HE Registry. This enables a full discussion of options prior to submitting a formal request. Students should bear in mind matters such as:

- The impact on eligibility for a student loan through Student Finance England (where applicable);
- Whether any academic credit may be transferred to new modules;
- The different credit structures which apply to programmes, depending on which awarding body validates the identified programmes;
- The point in the academic year and amount of coursework which may be required in order to catch up.

## **2 Transferring to Hull College Group**

We welcome applications from students who are currently enrolled with another higher education provider. We would request that an applicant provides evidence of taking advice from staff at the current institution of study. Enquiries should always be directed to the HE Registry, contact details are below. This enables an enquiry to be directed to our academic and professional support staff who would advise on the process. Withdrawal from the existing institution would be required before formally enrolling with us.

Some applicants may be seeking advanced standing, i.e. the recognition of existing study or prior certificated learning which might be used as credit towards a qualification. Depending on which of our University partners or awarding bodies validates the course into which a transfer is requested, there is a set of formal documentation to be completed in advance of approval of any advanced standing.

### **3 Transferring from Hull College Group**

We acknowledge that circumstances may occasionally require a student to consider transferring to another institution. This decision should only be taken following discussion with the Programme Leader or the Director of Faculty. A student would need to withdraw from their programme before enrolling at another institution.

We recommend that a student completes the year of study wherever possible as this would enable the award of relevant credits and perhaps a contained award. Students are entitled to receive a transcript of credit for all passed modules once the Board of Examiners have confirmed results.

As with all transfer arrangements the detailed guidance through these processes should be sought through the HE Registry.

#### **Essential contact information:**

##### **HE Registry**

Hull College Group

Queens Gardens

Hull

HU1 3DG

Tel: 01482 329943

Email: [HERegistry@hull-college.ac.uk](mailto:HERegistry@hull-college.ac.uk)

Web: <https://www.hull-college.ac.uk/>