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BPP University Student Transfer Plan 2021 - 2022

Background

- 1 All Higher Education Institutions (**HEI**) in England must publish student transfer arrangements in accordance with **Condition F2** of the <u>Office for Students</u> (**OfS**)

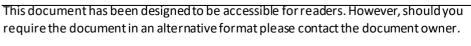
 Regulatory Framework for Higher Education in England.
- 2 This plan intends to set out the procedures in place for students transferring to, or from, a programme offered by **BPP University**.
- 3 The Student Transfer Plan should be read in conjunction with BPP University's <u>Student</u>

 <u>Protection Plan</u> and BPP University's <u>Terms & Conditions</u>, as well as Part F: Admission

 and Registration of BPP University's General Academic Regulations (GARs) and Manual

 of Policies and Procedures (MoPPs).
- **4** The *Student Transfer Plan* will refer to student transfer as it relates to the following scenarios:
 - Scenario A: Prospective students enrolling onto a programme currently offered by BPP University with exempting credits attained previously at either BPP University or another HEI.
 - Scenario B: Former students enrolling onto a programme currently offered by another
 HEI with exempting credits attained previously at BPP University.

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.





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• **Scenario C**: Current **BPP University** students transferring onto a programme currently offered by **BPP University**.

• **Scenario D**: Current **BPP University** students transferring onto a programme currently offered by another **HEI**.

Scenario Procedures

5 If Scenario A should occur, BPP University has Accreditation of Prior Learning (APL) processes in place to ensure that any credits a prospective student is able to evidence, whether having been previously awarded by BPP University or another HEI, will contribute towards the programme being applied for in the form of exemptions. This process is referred to as the Accreditation of Prior Certificated Learning (APCL). Due to the professional nature of BPP University's programme portfolio, Scenario A may also occur if a prospective student is able to evidence relevant professional training or experience gained prior to enrolling on the programme. This process is referred to as the Accreditation of Prior Experiential Learning (APEL).

It should be noted that exemptions are not applicable to all **BPP University** programmes and double counting will not be considered. Please refer to individual programme regulations for programme-specific information.

Full details regarding **BPP University**'s *Accreditation of Prior Learning* policy and procedure can be found under *Part F/Section 4* of the *Manual of Policies and Procedures* (**MoPPs**).

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6 Scenario B will occur when a former BPP University student will use academic credits awarded by BPP University towards a programme offered by another HEI. These credits will be evidenced by an academic transcript provided at the end of the former student's study period at BPP University. This process will be handled according to the respective Accreditation of Learning process in place at the HEI at which the former BPP University student is enrolling.

Scenario C will occur when a student currently enrolled onto a programme offered by **BPP University** seeks to transfer onto another programme currently offered by **BPP University**. The refunding of programme fees in the event of a student-initiated transfer is differentiated by whether the transfer request is submitted within 4 weeks preregistration; within 10 weeks post-registration, or after 10 weeks post-registration. Full details can be found under Section 6. Refund, Deferral and Transfer Policy in **BPP University**'s Terms & Conditions.

Scenario C also applies when a student accepts a transfer offer provided by BPP University in any one of the unlikely events outlined in BPP University's <u>Student Protection Plan</u> or under <u>Section 7. Changes to Programme and Discontinuing Programmes in BPP University</u>'s <u>Terms & Conditions</u>. The refunding of programme fees in the event of a BPP University-initiated transfer are provided for in accordance with <u>Section 7. Changes to Programme and Discontinuing Programmes in BPP University</u>'s Terms & Conditions.

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8 Scenario D will occur when a student withdraws from the BPP University programme they are enrolled on. If the student has achieved enough credits to gain an exit award, the award and a transcript will be provided automatically. If the student withdraws before enough credits are achieved to gain an exit award, the student should request a transcript from the Student Records Office as a record of any modules that have been completed, which can then be supplied to the HEI the student wishes to transfer to. BPP University's Refund, Deferral and Transfer Policy in BPP University's Terms & Conditions will apply to this scenario.

Further Advice

- **9** Contacts for further enquiries or further advice relating to student transfer are:
 - Transfer from another provider to BPP University (Scenario A): Contact
 Admissions@bpp.com for information regarding credit/module exemptions.
 - Transfer to another BPP University programme (Scenario C): Contact
 Admissions@bpp.com for information on how to enrol on a different BPP University
 programme. Alternatively, the student may contact their programme tutor to discuss
 the transfer.
 - Transfer from **BPP University** to another provider (**Scenario D**): Contact StudentRecordsEnquiries@bpp.com for information regarding exit awards and transcripts. Alternatively, the student may contact their programme tutor to initiate the withdrawal.

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Document Controls Document Approvals

Named person(s) below indicates that this document has been reviewed and approved by the appropriate people. This document is subject to formal change control procedure.

Date	Role/Position	Name
29/07/2019	Director of Academic Quality	Ramita Tejpal
06/07/2021	Director of Academic Quality	Ramita Tejpal

Amendment History

Date	Version	Author	Description
29/07/2019	1.0	Darren Gobin	First Version
07/09/2020	1.1	Darren Gobin	Annual Review
06/07/2021	1.2	Academic Quality Office	Annual Review

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