

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 [Office for Students \(OfS\) 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** [Student Protection Plan](#) and **BPP University's** [Terms & Conditions](#), 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.

7 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 pre-registration; *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** [Student Protection Plan](#) or under *Section 7. Changes to Programme and Discontinuing Programmes* in **BPP University's** [Terms & Conditions](#). The refunding of programme fees in the event of a **BPP University**-initiated transfer are provided for in accordance with *Section 7. Changes to Programme and Discontinuing Programmes* in **BPP University'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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Student Transfer Plan

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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
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