Student Transfer Plan

Background

As a provider of Higher Education in England, Ruskin College is required to publish the details of its student transfer arrangements.

In this context, 'transfer' refers to when a student wishes to change from one degree programme to another. This includes students wishing to transfer to a different course internally within the College and externally at another institution. There are various reasons a student may wish to transfer their studies and the College is committed to supporting students in all circumstances.

Even if you are considering the option of a transfer, it is important you arrange to speak to your academic tutor or a member of the Student Services Team. They will be able to discuss the process with you and give you information, advice and guidance on the options available. They will also be able to inform you on any possible implications.

Implications to consider include:

- Finance
- Access to facilities
- Accommodation
- Tier 4 student visas
- Eligibility for awards
- Careers Advice

Process for students wishing to transfer into the College

Students wishing to transfer from another Higher Education Institution into the College should contact the College's Student Services Team (enquiries@ruskin.ac.uk). The Student Services Team will initially check your eligibility for the course. This will be based on a number of factors including, entry requirements for the course and timing of transfer request. If eligible for transfer, the Student Services Team will advise you on application process.

Process for students transferring to an alternative course within the College

Eligibility of a student to transfer onto an alternative course within the College will be based on entry requirements for the course they wish to transfer to and the timing of the transfer request. Students wishing to transfer onto another course within the College should initially contact their academic tutor to discuss their request. Following discussion with their academic tutor, students should then contact the Programme Leader for the course they wish to transfer to.

Students must then formally request a transfer by completing the Transfer Request form available on Moodle. The forms must be completed and returned to the Students Services Team who will be available to assist with the transfer request process.

In the event of an unsuccessful transfer request, students may refer to the Student Complaints Procedure and submit the relevant complaint

Process for students transferring out of the College to another Higher Education Institution

Students who are currently studying at the College and wish to transfer to another Higher Education Institution should first contact the Higher Education Institution they wish to transfer to for information on the institution's own transfer process.

Students should then contact their tutor at the College to further discuss the decision. Students will need to make a formal request of withdrawal from their course, and tutors will assist in making an informed decision on an appropriate date of withdrawal.

Students **must** secure their place at their chosen Higher Education Institute before requesting a formal withdrawal from your studies at the College. Withdrawal forms are available on Moodle and must be completed and returned to the Students Services Team who will be available to assist with the withdrawal process.