

## **Student Transfer/Change of course**

Sometimes students want to change from one course to another, either from one course to another at Blackburn College, or from Blackburn College to another institution, or from another institution to Blackburn College. We call that a transfer. In line with other higher education providers, Blackburn College has processes that mean, where possible, you don't necessarily have to go to the start of the other programme but can transfer onto a later point of the course by taking any relevant credit awarded on your current course with you. We are happy to talk through your situation to ensure you are making the best available choice.

Please read the following information if you are considering a transfer.

There are three broad types of transfer:

- From Blackburn College to another provider
- From another provider into a course at Blackburn College
- From one course at Blackburn College to another at Blackburn College.<sup>1</sup>

### **Transfer into courses at University Centre at Blackburn College (UCBC)**

- It is important to remember that approval for a course transfer will depend on whether there are enough places on the course you wish to transfer onto and whether you hold the relevant entry qualifications for that course. There is a formal process to determine if you can transfer credit from your current course to our course, which will depend on the level of similarity between the two courses. We endeavour to make a timely decision as to whether to offer a place, however, please note that the process can take several weeks.
- More information can be located in the UCBC Academic Regulations section 6.2.19 (available on our website)
- Final determination of credit transfer or Accreditation of Prior Learning will be at the discretion of the Awarding Body of your chosen course.
- For more advice and guidance contact the Head of Quality and Standards HE to speak about your individual circumstances by emailing [hequality@blackburn.ac.uk](mailto:hequality@blackburn.ac.uk) or calling 01254 292929 and asking for HE Quality.

### **Transfer between courses at University Centre at Blackburn College (UCBC)**

- Speak to the programme leader of the course you are interested in to ensure it will meet your needs
- Contact the Information, Advice and Guidance (IAG) team in the Hub on 01254 292929 for career-related support and guidance
- It is important to remember that approval for a course transfer will depend on whether there are enough places on the course you wish to transfer to and whether you hold the relevant entry qualifications for that course. There is a formal process to determine if you can transfer credit from your current course to the course you wish to transfer onto, which will depend on the level of similarity between the two courses. We endeavour to make a timely decision as to whether we can offer you a place, however, please note that the process can take several weeks.
- Contact the Head of Quality Assurance and Enhancement to speak about your individual circumstances and the process by emailing [hequality@blackburn.ac.uk](mailto:hequality@blackburn.ac.uk) or calling 01254 292929 and asking for HE Quality.

- More information can be located in the UCBC Academic Regulations (located on our website) section 7.2.5 and sections 4.6.1 to 4.6.5 regarding credit transfer and Accreditation of Prior Learning.
- Final determination of transfer including credit transfer or Accreditation of Prior Learning will be at the discretion of the Awarding Body of your chosen course.

#### **Transfer out of courses at University Centre at Blackburn College (UCBC)**

- Contact the institution in question to discuss your options
- Contact the Information, Advice and Guidance (IAG) team in the Hub on 01254 292929 for careers support and guidance
- The Quality Unit at Blackburn College can provide a record of attainment in your studies, including accreditation for any fully completed modules or years of study. To contact the Quality Unit please email [hequality@blackburn.ac.uk](mailto:hequality@blackburn.ac.uk)

#### **Possible implications to consider when changing course:**

- Student finance, including tuition fees and funding
- Possible suspension of study if a course transfer is not immediate

To discuss the potential financial implications of transferring courses please contact our student finance team at the Hub on 01254 292929.

#### **For more advice and guidance:**

We advise that you contact the Head of Quality Assurance and Enhancement to speak about your individual circumstances by emailing [hequality@blackburn.ac.uk](mailto:hequality@blackburn.ac.uk) or calling 01254 2992929.

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<sup>i</sup> Definition of a student transfer as set out in section 38 (2) and (3) of the Higher Education and Research Act 2017 (HERA):

(a) a student transfers from a higher education course (“course X”) provided by a UK higher education provider (“the transferring provider”) to a different higher education course (“course Y”) provided by the same or a different UK higher education provider (“the receiving provider”),

(b) the receiving provider recognises, or takes account of, the study undertaken, or a level of achievement attained, by the student—  
(i) on course X, or

(ii) on another higher education course provided by the transferring provider, when the receiving provider is determining the study to be undertaken, or the level of achievement attained, by the student on course Y, and

(c) either the transferring provider or the receiving provider is a registered higher education provider, or both are registered higher education providers.