

Higher Education Transfer Arrangements

These transfer arrangements explain the College's approach to Higher Education (HE) students transferring from, or to, another institution, or between programmes at East Surrey College.

1. HE Students transferring between programmes within East Surrey College

Generally there is little scope to transfer credits between HE programmes at the College as most are in markedly different disciplines. However, in terms of the processes involved in credit transfer, the College applies exactly the same rules for those both transferring from another institution (see 3 below) and wishing to transfer between programmes at East Surrey College.

Transfer between programmes at the College during the first four weeks of a course is generally much easier as assessments have not yet been taken in most cases, so the main criteria are not based on credits but rather candidate suitability and a willingness to catch up on learning.

2. HE Students transferring from East Surrey College to another institution

When a student on a College HE programme decides to transfer to another institution, East Surrey College (in conjunction with its HE Awarding Bodies - Pearson and the University of Chichester) will provide sufficient documentary evidence of learning outcomes achieved and credit earned, which will be set out in a transcript and/or Higher Education Achievement Report.

Where a student is required to transfer due to a course or campus closure as part of the College's Student Protection Plan, the College will proactively facilitate contact and credit transfer discussions with another provider (in line with the wishes of individual students). It must however be recognised that the acceptance of credit transferred from one institution to another is inevitably at the discretion of the receiving institution, and is dependent on that institution's academic regulations.

3. HE Students transferring from another institution to East Surrey College

East Surrey College, where possible, will allow students from other universities, colleges, and alternative providers to transfer on to its HE programmes. This is on the basis of the guidelines for credit transfer laid down in the regulations of its Awarding Bodies, and in line with the College's RPL (Recognition of Prior Learning) Procedure.