

## Student Transfer Policy

### 1. Status of the current policy

This document describes the College's current practice in terms of facilitating student transfers into and out from the programmes delivered by Oak Hill College (in collaboration with Middlesex University). It also sets out the College's current practice with respect to transfers between programmes and changes of mode. The College's procedures in this area are currently under review in relation to Middlesex University's Recognition of Prior Learning (RPL) procedures; this policy will be updated and republished in due course, once that review has been completed.

### 2. Students transferring into Oak Hill College programmes

Such students generally fall into two categories:

- Those who wish to enter a qualification with *advanced standing*: that is, who wish to seek exemption for an entire year/level of study and to enter directly into a higher year/level of study (such as the second year of a three-year undergraduate degree programme). In line with University regulations, the maximum amount of credit that can be transferred into a programme at Oak Hill College is two thirds of the total credits required for the qualification.
- Those who wish to claim exemption from *individual modules*: in this case, exemption is normally only granted for modules that are compulsory for the programme onto which a student wishes to enrol.

Please note that the smallest unit for which exemption can be claimed is a whole module in its entirety, i.e., a student cannot apply for credit/exemption for part of a module only.

The length of time between completing the prior study for which exemption or advanced standing is being sought and starting a programme at Oak Hill College would normally be no longer than five years. We want to ensure that an applicant can transfer into the relevant programme here in a way that will enable them to flourish and progress in their learning. Exceptionally, the circumstances of an applicant may mean that the intervening period could be longer than five years; in this scenario we may require further evidence.

#### Standard process for applying for exemption or entry with advanced standing

Applications for exemption and for entry with advanced standing are normally dealt with as part of the admissions process. All applications are made directly to the College, because the College does not recruit through UCAS. The following procedure will generally be followed:

1. An application will be submitted as normal, including full details about the prior study such as the, number of credits and their academic level (e.g., 20 credits at Level 5 on the Framework for Higher Education Qualifications). Documentary evidence should be provided. This will normally take the form of an official transcript/diploma supplement for your prior theological study and, for each module listed on the transcript/diploma supplement, one of the following: module description /

narrative / syllabus; this should include a summary of the module content, learning outcomes, forms of assessment and indicative bibliography. Full details of the required documents are listed on the website in the Admissions section.

2. This evidence will be considered from three points of view:
  - a. Academic attainment (i.e., the number and level of the credits achieved as well as, where relevant, academic performance in particular modules);
  - b. Compatibility of learning outcomes with those of the equivalent College modules;
  - c. Comparability of content with the equivalent College modules.

All of the College's programmes are vocational and involve cumulative development of the skills, knowledge, experience and personal characteristics required for pastoral ministry (as set out in Oak Hill's Graduate Profile at <https://www.oakhill.ac.uk/study-with-us/why-oak-hill>). As such, the College needs to ensure that there is sufficient overlap not only in terms of the number/level of credits achieved but also in terms of content/acquired learning.

3. All applicants must additionally meet the standard undergraduate or postgraduate entry criteria for the programme in question, as set out in the relevant programme specification. These are available on the College's website at: <https://www.oakhill.ac.uk/study-with-us/programmes>.
4. In all cases, where an offer is made contingent upon completion of another qualification, or upon achievement of a specific grade in a given module (or modules), this will be made clear.
5. Advanced standing/RPL applications are considered by the Academic Administration Team (AAT) and the Vice-Principal (Academic Programmes) and then decisions are communicated to applicants by the Admissions Office.

#### Exemption for individual modules: with or without credit

Exemption for individual modules is normally given with (EXC) or without (EX) credit. Credit will not be given where work has already been accredited to another degree or qualification at the same level and/or where no official documentation can be produced for the prior study/experience on the basis of which the exemption is being sought. In such cases, the applicant may be awarded an EX grade for the module or modules in question, and will be required to credit other modules up to the same credit value and at the same academic level. Where credit *is* given, and an EXC grade is awarded, the applicant will normally be encouraged to take replacement option modules up to the same credit value.

#### Applications for exemption for an individual module after arrival at College

If, for any reason, a student finds that they need to seek an exemption after their arrival at College, they should speak to the Senior Registrar as soon as possible. Documentary evidence must be submitted by the end of the first week of the first semester in which the module is being taught. The student should continue to attend all classes until the outcome of their application for exemption is known.

#### Other points to note

- If the applicant is a Church of England ordinand, additionally their sending diocese will need to agree that their prior learning is acceptable in the context of training for ordination.

- If a student is awarded exemption (with or without credit) for a module which is listed as a pre-requisite for another module, then the student will be regarded as having satisfactorily fulfilled the pre-requisite for the subsequent module.
- Grades are not normally attributed to modules for which an exemption has been granted. As such, if exemption with credit is granted for a module (or modules) that would normally contribute to the classification of an award, the module (or modules) will be discounted and the classification determined on the basis of the remaining qualifying modules only.
- Applications for exemption will only be considered for taught units of study and not for dissertations or research projects.

### **3. Internal changes of programme or mode of study**

Occasionally students may wish to extend their studies and transfer from a lower award to a higher one, for example from a CertHE Theology to a BA (Hons) Theology; conversely, students may wish to leave College earlier than planned and take an exit award (e.g., a CertHE instead of a DipHE Theology). Students are given an opportunity to indicate that they would like to extend (or curtail) their studies during the annual Confirmation of Plans for Next Year exercise, which takes place in the Spring.

The same exercise provides students with an opportunity to change their mode of study, from full time to part time or vice versa. This is only possible at the end of defined blocks/levels of study (normally 120 credits). For example, a student could potentially complete the first year of a DipHE Theology programme (Level 4) part time over two years, and then complete the second year (Level 5) full time over one year – making three years in total; however, that same student would *not* be able to change mode part way through their first (Level 4) block of study.

Changes of mode have significant implications in terms of accommodation, Fellowship Groups, fees and so forth. In order for all of the implications to be worked through properly, we ask that students who are considering or have decided to change their mode of study should discuss this with the Senior Registrar at the earliest opportunity, regardless of whether or not they have already discussed it with their tutor. This will enable all relevant conversations to be had, coordinated by the Senior Registrar and Admissions & Internal Communications Manager, before any change of mode may be agreed to, or at the very least the implications of any proposed change to be confirmed so that the student may make a decision.

Further information about internal transfers between programmes, changes to mode of study, and/or the wider Confirmation of Plans for Next Year exercise, is available on request from the Admissions Office or from the Academic Office (both of whom are involved in the process).

### **4. Students transferring out of Oak Hill College programmes**

Students who wish to transfer from one of the College's programmes in order to continue their studies elsewhere will be provided with all possible assistance by the College, taking into account the particular requirements of the receiving institution. Information on this can be accessed from the Academic Office.

#### **Students with an interim/exit award**

If a student decides that they wish to transfer from Oak Hill to another institution having successfully completed a level of study which leads to an exit award (for example, if a student who was originally

registered for a BA (Hons) decides to leave after successfully completing their CertHE Year/Level 4), their results to date will be considered by the Assessment Board; if the exit award is conferred, a certificate and diploma supplement will be prepared for the student according to the normal University timescales and all assistance will be provided by the College to facilitate the onward transfer (including liaison with the receiving institution if required and assistance with the transfer of student loan support).

#### **Students without an interim/exit award but with completed modules**

If a student decides that they wish to transfer from Oak Hill to another institution following completion of one or more modules (which have not resulted in an interim/exit award), the College will provide an Academic Record, which lists all of the modules taken to date, the grades awarded and the overall credit total. Again, all assistance will be provided by the College to facilitate the onward transfer (including liaison with the receiving institution if required and assistance with the transfer of student loan support).

#### **Extreme and unusual circumstances**

Students who are transferring away from Oak Hill as a result of the kinds of extreme and unusual circumstances listed in the College's Student Protection Plan may be entitled to a refund for tuition fees and/or accommodation costs, and may also be eligible for compensatory payments to help with additional costs such as those associated with moving to a new provider. Special consideration will be given in such situations to those with relevant disabilities or specific learning difficulties.

Both the Student Protection Plan and the associated Refunds & Compensation Policy are available online at <https://www.oakhill.ac.uk/about-us/policies> and more information is available on request from the Director of Operations & Finance (contact details below).

## **5. Who to Contact for More Information**

Please contact the following individuals at any time for further information:

- Prospective students and applicants with queries relating to their intended programme of study should contact Rosie Cowan (Admissions Officer) who can be reached at [admissions@oakhill.ac.uk](mailto:admissions@oakhill.ac.uk) or on (020) 8449 0467 ext. 206.
- Registered students with queries about obtaining an exemption after enrolment should contact Caroline Hinch (Senior Registrar) at [carolineh@oakhill.ac.uk](mailto:carolineh@oakhill.ac.uk) or on (020) 8449 0467 ext. 204.
- Students with queries relating to the Student Protection Plan or the Refunds & Compensation Policy should contact the Director of Operations & Finance at [director-operations-finance@oakhill.ac.uk](mailto:director-operations-finance@oakhill.ac.uk).

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