

ST PATRICK'S



**Student
Transfer Plan
2019-21**

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1. Introduction

This Student Transfer Plan is aimed at students who are eligible, who were studying on an existing designated course prior to 31 July 2019. As our programmes are typically two years in duration, those are students who began studying on an existing designated course on or before 31st July 2019 and will continue to study the programme in 2019-20 and beyond. There may be a small number of students who began studying on an existing designated course in 2017-18 who are also eligible. This includes students who have had to defer or suspend their studies and as a consequence have not completed their course on time. Additionally, any students who are eligible to a 'repeat year' of their studies during this teach out period will also fall under this guidance. To check whether you are an eligible student, please contact the student administration team by emailing studentsupport@st-patricks.ac.uk

Nb. The terms 'eligibility', 'eligible', and 'eligible students' refers to Student Loans Company eligibility.

1.1 Course designation and funding through the Student Loans Company (SLC)

Our programmes were designated by the Department for Education in 2018-19. This designation enabled students to access a loan through the SLC in 2018-19.

From 2019-20, owing to a change in the body which regulates higher education in England, a student is now normally only able to access a SLC loan if the student's institution is registered with the Office for Students. We will not be registered with the Office for Students in 2019-20.

However, the Office for Students has approved our programmes with a "teach out designation".

This means:

If you are/were studying one of our programmes in 2018-19: If you received a SLC loan in 2018-19 and you continue to study our programme you will be able to

access a SLC loan through to the end of your programme period, provided you satisfy the SLC eligibility requirements

1.2 Information and guidance

This Student Transfer Plan provides you with information and guidance as follows:

- How the teach out designation will affect you: Section 2
- Your options: Section 3
- How we will communicate with students: Section 4
- Where to go for further advice: Section 5
- What options you have to transfer to another institution: Section 6
- How you obtain a transcript of your results and a certificate of any award that you have achieved: Section 7

1.3 Annual review of the Student Transfer Plan

This Student Transfer Plan will be reviewed each year and an amended version will be published by 1 May.

2. How will teach out designation affect you?

The teach-out designation applies to exclude new students from accessing a SLC loan. St Patrick's International College will not be recruiting any new higher education students onto its Higher National Diploma programmes for the academic year 2019-20 and will not recruit students unless and until it is registered with the OfS in subsequent years in the future.

If you were studying with us in 2018-19, you may notice that we do not have as many students at the college. However, because most of our teaching is delivered at Sceptre Court, Tower Hill, the campus environment in which you will be taught and study will remain full and you will continue to meet and interact with students from your programme and others. Likewise, your access to the college teaching and

learning and student experience activities will continue to provide you with the opportunity to interact with other students in a social setting and receive full academic and coaching support throughout your studies.

We are committed to ensuring that this designation will have no impact on your overall student experience. We will provide the same standard and range of support necessary to enable you to successfully complete your course.

However, it should be noted that the college is currently operating under special circumstances, given the COVID-19 pandemic situation. As such, face-to-face interaction in an educational setting is not currently permitted and the college has moved provision online from March 2020. Full information about the college's online provision during this period is contained on our website at www.st-patricks.ac.uk

An alternative to face-to-face support is available to students via their teachers, unit leaders, Dean of Schools, personal tutors and student support teams. Details of the specific support offered to each individual and contact details have been emailed to each student individually, though if you would like further clarification of the details of your personal support team, please contact Student Support at studentsupport@st-patricks.ac.uk

Students who are enrolled onto a course with a mandatory placement element will not be penalised for not being able to log placement hours during any period of lockdown. Measures have been taken, by the programme provider, Pearson, and the college, to ensure that those students will be given further time to complete their placements. The stipulations and expectations for placement hours are different for each programme, so we encourage students to speak to the Dean of their school to understand what is expected of them.

There will still be opportunities for students to communicate with staff during a period of remote learning. The college will be sending our surveys at a minimum of twice per term, to understand student views. The opportunity for students to feedback their views to personal tutors is also a route we encourage students to utilise. Assessment may, in some cases, be amended to consider the difficulties students are facing when learning remotely. This will be considered on a unit by unit basis, though the college is committed to using a variety of methods to assess students and to

consider difficulties faced when designing assessments and when assessing them also.

We intend to provide the full range of teaching activities, and the same academic and non-academic support that we have provided in previous years. This includes:

- 12 hours guided learning time per unit per week, during term time, including 6 hours of contact time with a teacher. This equates to 36 hours guided learning time per student per week, with approximately 18 hours of that time being accounted for through face-to-face contact time. However, where face-to-face contact time would not be possible due to COVID-19, this will be replaced with online provision via zoom, MS Teams, skype or other alternative methods.
- Access to the Programme Dean for course-wide academic support, and the Unit Leader for unit-specific academic support; you can drop in without an appointment during published office hours or email for an appointment outside of the office hours. Additionally, both are available for you to contact via phone and email – individual contact details will be made available to all students. During COVID-19 situation students can contact their Dean remotely. Contact details have been distributed to all students, but these can also be requested for via studentsupport@st-patricks.ac.uk
- Access to resources housed within moodle and panopto, which includes learning materials and online key concept videos.
- Support to find a placement for your programme, to enable you to complete a mandatory placement that may be a pre-requisite of your programme.
- Support from our study skills department, including the availability of a range of videos to assist you with student life and the honing of study skills for your academic development.
- If you have a disability, support from our Disability and Wellbeing Advisor.
- Pastoral support through our Personal Tutor scheme, including your own dedicated Personal Tutor.

- Academic assessment support through our team of dedicated, specialist Coaches.
- A range of events hosted by our Student Experience Team.
- Access to Student Voice events, such as Question Time, Focus Groups, Town Halls and Surveys.

3. What are your options?

If you are a continuing student, you can continue to study with us and you will be able to access a SLC loan through to the designated end date of your programme provided you accessed a SLC loan in 2018-19 and you satisfy the SLC eligibility requirements. Alternatively, you can decide to transfer to another institution to complete your degree (see Section 6 below).

4. How we will communicate with you

This Student Transfer Plan is the first of our communications with you. We will continue to operate in an open and transparent manner. We intend to keep you fully informed of any developments as we implement this Student Transfer Plan. We will send you communications by email (sent to your @st-patricks.ac.uk email account) and through Moodle.

4.1 Your voice

Our Student Council will continue to elect student representatives who will be members of our institution-wide Academic Board and our Academic Standards and Ethics Committee. Student representatives also attend meetings with our Executive team and Senior Management Team. Your voice can therefore be heard through your student representatives.

You can also make your own views known through a number of questionnaires that you will complete during your studies. The results of these questionnaires are considered at our Academic Board and other committees.

When we review the Student Transfer Plan we will meet with the Student Council and all student representatives to ensure we take on board the views of students.

5. Advice

If you have any questions about your course or any of the information in this Student Transfer Plan, you should speak with a representative from our Student Support team either via email, phone or face-to-face. No appointment is necessary.

However, it should be noted that during the COVID-19 pandemic, no face-to-face support is allowed within a higher educational setting.

6. Transferring to another institution

We do not have any formal arrangements in place for you to transfer to another institution, should you wish to do so. As we are in central London, you will find that there may be a number of transfer options available to you, which your Personal Tutor, Dean or any member of our Student Support team would be happy to discuss with you. If you want to be able to continue to access a SLC loan you should ensure that the institution is registered with the Office for Students. The register is available at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>

If you have any queries whatsoever about the registration status of an institution you should speak with someone from our Student Support team either via email, phone or face-to-face. No appointment is necessary.

It is entirely the decision of any institution to which you seek to transfer as to whether or not they accept you onto their course. We cannot influence their decision.

If you want to transfer to another institution and have your credits accepted by your new institution, you will need to apply to them for “admission with credit”. The procedures vary from institution to institution but are normally published on the admissions pages of their web site.

However, the general approach is that your new institution will map the units you have taken with us against the units on their course to ensure they are broadly equivalent. If they are broadly equivalent, they may award you credit. If they are not broadly equivalent, credit may not be awarded and therefore you might have to take some additional units. Dependent upon the institution you apply to, this can take a few weeks or more to process, and therefore you should make your application as early as possible.

We are very happy to act as a referee in support of any application you make to transfer to another institution. If you would like us to act as referee, this will be provided through the Academic Registrar: esther.hardy@st-patricks.ac.uk

You will need to provide your new institution with a copy of your transcript that sets out the units you have completed and your grades. If you have achieved an award, you will also need to provide them with a copy of your certificate. See Section 7 below about how to request your transcript and certificate if you have not received them.

[6.1 Access to scholarships, bursaries and reasonable adjustments if you transfer](#)

If you decide to transfer to another institution, any scholarship or bursary that you currently receive from us will not be transferred. The institution that you transfer to will determine if you are eligible for any scholarship or bursary that they may have available.

If you decide to transfer to another institution, any reasonable adjustments that we have made will not be transferred. The institution that you transfer to will determine if you are eligible to reasonable adjustments. However, with your permission, we can share any assessments and other documentation that we have that could assist the institution to which you transfer to determine any reasonable adjustments.

7. Evidence of achievement

All our Higher National Diploma programmes are awarded by Pearson. You can obtain a print out of your current transcript by contacting us via the Student Support team.

We can also provide you with a letter that sets out your results. However, this is not an official transcript.

When you have achieved an award you will be invited to a graduation event, where we will proudly share and celebrate your success with you.

Students may access copies of evidence of their academic achievement once they have left the college by contacting the student support team on studentsupport@st-patricks.ac.uk who will provide them with such evidence.

7.1 Exit (or intermediate) awards

You will have enrolled on a Higher National Diploma programme. If you do not complete your Higher National Diploma, you may be eligible for an exit (or intermediate) award, such as a Higher National Certificate, or Unit Certification. St Patrick's International College and Pearson will make such an award if you are eligible when you leave the programme. This is the current practice of the college and will not be affected by the teach-out designation.

- To be eligible for a Higher National Certificate you must achieve 120 credits at Level 4.
- To be eligible for a Higher National Diploma you must achieve 240 credits.

If you do not meet the eligibility criteria for the award of an HND or a HNC, then you might qualify for unit certification, to receive the certificate in accordance with any units which have been successfully completed whilst on the programme.

8. Contact Details

Throughout this document, we have directed students to various suitable members of staff, where they can seek support relating to the designation for teach out period or the provision of exit awards and unit certification. For clarity and your ease of use, we have provided a list of people you may seek support from in the first instance, to aid you with any queries that you may have, below;

St Patrick's Student Support Team – studentsupport@st-patricks.ac.uk

Dean of Health School – faye.mitcham@st-patricks.ac.uk

Dean of Business School – regine.block@st-patricks.ac.uk

Acting Dean of Technology School – samuel.airey@st-patricks.ac.uk

Head of Coaching Department – nana.akomeah@st-patricks.ac.uk

Website address – www.st-patricks.ac.uk

9. Conclusion

St Patrick's College gives its assurances that full, timely communication will be offered to students on all matters regarding the teach-out. The college and the staff are committed to student success for each and every one of you and through the wide-ranging interventions and support mechanisms offered by the college it will endeavour to ensure that each and every single student is successful supported all the way through to completion of their programme.