

Provider's name: BPP University Limited

Provider's UKPRN: 10031982

Legal Address: BPP University, 1 Portsoken Street, London, E1 8PH, UK.

Background

- 1 All Higher Education Institutions (**HEI**) in England must publish student transfer arrangements in accordance with **Condition F2** of the [Office for Students \(OfS\) Regulatory Framework for Higher Education in England](#).
- 2 This plan intends to set out the procedures in place for students transferring to, or from, a programme offered by **BPP University**.
- 3 The Student Transfer Plan should be read in conjunction with **BPP University's** Student Protection Plan and **BPP University's** [Terms & Conditions](#), as well as **BPP University's** General Academic Regulations (**GARs**) and the University Policies and Procedures (**UPPs**).
- 4 The Student Transfer Plan will refer to student transfer as it relates to the following scenarios:
 - **Scenario A:** Prospective students enrolling onto a programme currently offered by **BPP University** with exempting credits attained previously at either **BPP University** or another **HEI**.
 - **Scenario B:** Former students enrolling onto a programme currently offered by another **HEI** with exempting credits attained previously at **BPP University**.
 - **Scenario C:** Current **BPP University** students transferring onto a programme currently offered by **BPP University**.
 - **Scenario D:** Current **BPP University** students transferring onto a programme currently offered by another **HEI**.

Scenario Procedures

- 5 If **Scenario A** should occur, **BPP University** has Accreditation of Prior Learning (**APL**) processes in place to ensure that any credits a prospective student is able to evidence, whether having been previously awarded by **BPP University** or another **HEI**, will contribute towards the programme being applied for in the form of exemptions. This process is referred to as the Accreditation of Prior Certificated Learning (**APCL**). Due to the professional nature of **BPP University's** programme portfolio, **Scenario A** may also occur if a prospective student is able to evidence relevant professional training or experience gained prior to enrolling on the programme. This process is referred to as the Accreditation of Prior Experiential Learning (**APEL**).

It should be noted that exemptions are not applicable to all **BPP University** programmes and double counting will not be considered. Please refer to individual programme regulations for programme-specific information.

Full details regarding **BPP University's** Accreditation of Prior Learning policy and procedure can be found in the University's Policy and Procedure on Admissions.

- 6 **Scenario B** will occur when a former **BPP University** student will use academic credits awarded by **BPP University** towards a programme offered by another **HEI**. These credits will be evidenced by an academic transcript provided at the end of the former student's study period at **BPP University**. This process will be handled according to the respective Accreditation of Learning process in place at the **HEI** at which the former **BPP University** student is enrolling.
- 7 **Scenario C** will occur when a student currently enrolled onto a programme offered by **BPP University** seeks to transfer onto another programme currently offered by **BPP University**. The refunding of programme fees in the event of a student-initiated transfer is differentiated by whether the transfer request is submitted within four weeks pre-registration; within ten weeks post-registration, or after ten weeks post-registration. Full details can be found under Sections 6 & 7: BPP's Refund Policy and BPP's Deferral and Transfer Policy in **BPP University's** [Terms & Conditions](#).

Scenario C also applies when a student accepts a transfer offer provided by **BPP University** in any one of the unlikely events outlined in **BPP University's** [Student Protection Plan](#) or under Section 8: Changes to Programme and Discontinuing Programmes in **BPP University's** [Terms & Conditions](#). The refunding of programme fees in the event of a **BPP University**-initiated transfer are provided for in accordance with Section 8: Changes to Programme and Discontinuing Programmes in **BPP University's** [Terms & Conditions](#).

- 8 **Scenario D** will occur when a student withdraws from the **BPP University** programme they are enrolled on. If the student has achieved enough credits to gain an exit award, the award and a transcript will be provided automatically. If the student withdraws before enough credits are achieved to gain an exit award, the student should request a transcript from the Student Records Office as a record of any modules that have been completed, which can then be supplied to the **HEI** the student wishes to transfer to. Sections 6 & 7: BPP's Refund Policy and BPP's Deferral and Transfer Policy in **BPP University's** [Terms & Conditions](#) will apply to this scenario.

Further Advice

- 9 For further enquiries or further advice relating to student transfer, please complete a query form [via The BPP Hub](#).