



Student Transfer Policy, Higher Education

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Owner	Executive Director of Curriculum
Author	Head of Department for Higher Education

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1. Introduction

- 1.1. Transferring is the process whereby a current student, either at MidKent College or at another institution, moves from one Higher Education program to another. This includes students: transferring to MidKent College from another institution; transferring from MidKent College to another institution; and transferring between MidKent College Higher Education programs.

2. Scope and Aim of Policy

- 2.1. This policy applies to students to Midkent College; current MidKent College Higher Education students; and Midkent College staff involved in the transfer process.

In-year transfers to or between MidKent College Higher Education programs will not normally be permitted if more than 4 weeks of the academic year has transpired.

Where a student's prior attainment exempts them from a module/s, a delayed start to a program may be possible if the timetable permits it, and this will be determined by the relevant academic department and the University partner.

- 2.2. The purpose of this policy is to outline a process whereby a current student, either at MidKent College or at another institution can apply to move from one Higher Education program to another.

3. Procedures

- 3.1 Process for Students Transferring to MidKent College from another Institute.

The eligibility of a student from another institution to transfer to a MidKent College Higher Education program is determined by the relevant program's entry criteria, and the timing of the request.

Students from another institution wishing to transfer to a MidKent College Higher Education program should contact Admissions at admissions@midkent.ac.uk who will, following a preliminary check, advise the student if they should apply, which is via the College website. Once the application is received, it will be referred to the relevant academic department for consideration.

Following approval of an applicant's request to transfer to a MidKent College Higher Education program, the college's Admissions Team will provide confirmation to the applicant. Students transferring into the college whose admission is based on prior attainment will be required to provide the original certificate or transcript at registration.

In the event that the transfer in to a MidKent College Higher Education qualification is denied, the applicant will be informed by Admissions and should they wish to appeal the decision, are advised to consult the College's Admissions Policy. (See Appendix 1)

3.2 Process for registered MidKent College students transferring out of the college to another institution.

To begin the process of transferring out of a program, a registered MidKent College Higher Education student must confirm in writing their wish to withdraw from their program of study.

Once the withdrawal has been confirmed, confirmation of the student's achievement at the College will be provided as follows.

Students with an Interim Award - Where a student wishes to transfer from MidKent College to another institution following completion of a level of study which provides for an award – for example, a Higher National Certificate a certificate and transcript will be provided by the awarding body. This certificate is made available following confirmation of the award by a Board of Examiners.

Students without an Interim Award but with Completed Modules - Where a student wishes to transfer from MidKent College to another institution following completion of one or more modules (which has not resulted in a completed interim award), they should request from the department HE Officer a "No Award Transcript". This transcript will be provided in an electronic or hard copy and will be endorsed by the relevant Head of Department. The transcript will provide details on all assessment and modular blocks undertaken by the student whilst registered on their current program, and will include the level of study, the number of credits and the grades achieved. In some cases, formal unit accreditation will be awarded following confirmation by a Board of Examiners if the students work is presented at this stage. (See Appendix 2)

3.3 Process for registered MidKent College students transferring out of the college to another Institution.

The formal request to transfer between MidKent College programs can be made in writing to the HE Officer. The relevant academic department for the program the student wishes to transfer to will consider the course change request.

Departments will confirm or reject course change requests via the department HE Officer. Where a course change request is accepted by the department, the request will be forwarded to either Admissions (if there is a change of discipline) to create/update the student record. Department staff can request a course change on behalf of the student at any time, but written agreement will need to be obtained from the student wishing to transfer during the process. (See Appendix 3)

4. Duties and Responsibilities

The process will be supported by the College's Admissions department as first point of contact along with the HE Officer and relevant academic staff.

The duties and responsibilities have been outlined within the process description within section 3 and are supported with the appendices section covering 1, 2 and 3.

5. Associated Policies and Procedures

- MidKent College Admissions Policy

6 Policy Validity

- 6.1 This policy is valid for the academic years 2022 through to 2024 and is due for review in May 2024.

7. Policy Owner

- 7.1 The Manager responsible for this policy is the Executive Director of Curriculum.

8. Policy Monitoring, Review and Evaluation

- 8.1 A review of this policy will be undertaken by the review date by the policy writer and will be approved by the Person responsible.

9. Equality Impact Assessment

- 9.1 This policy has been Equality Impact Assessed and generates no concerns about differential impact. The Equality Impact Assessment is filed on the Quality SharePoint site.

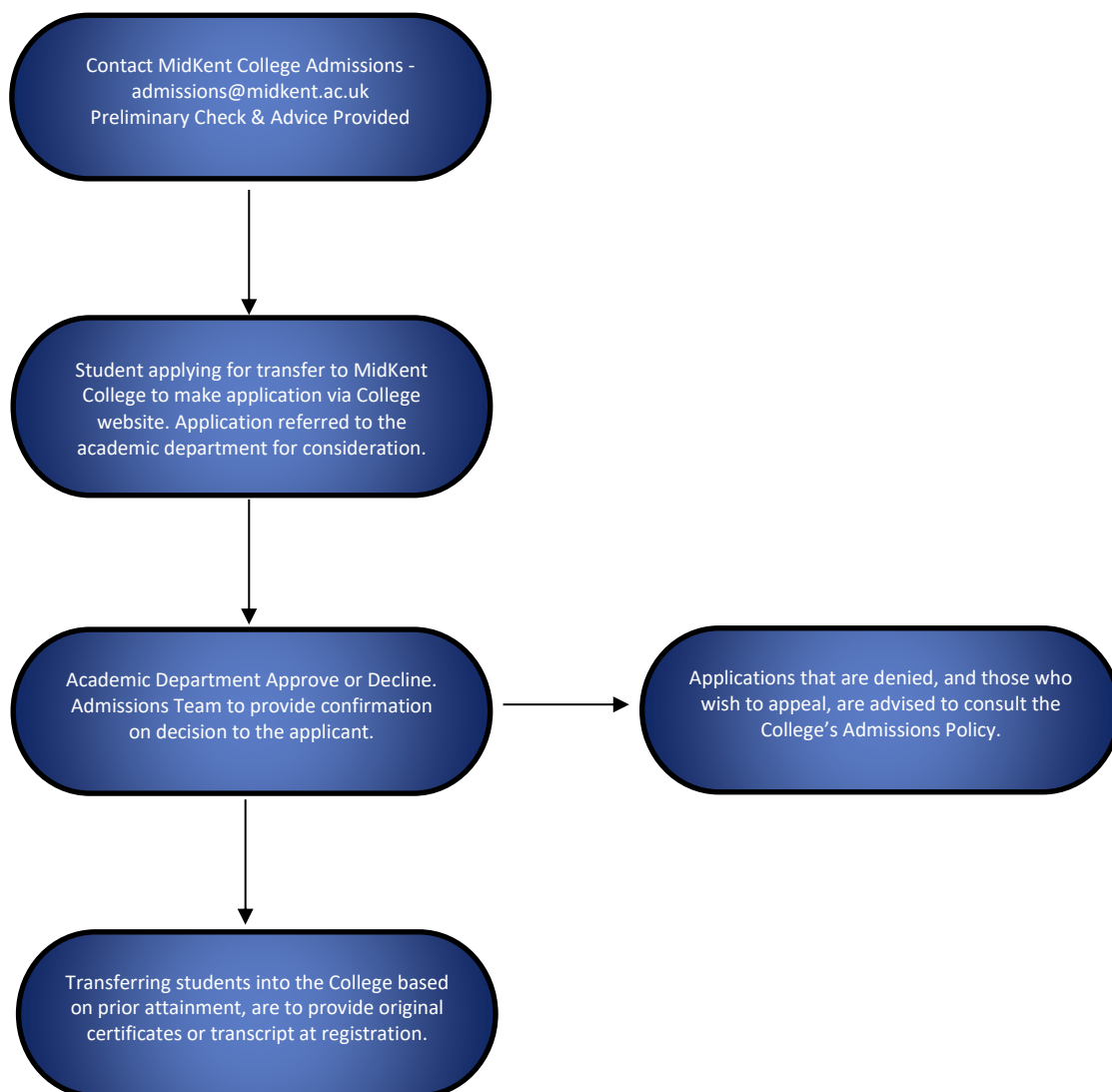
10. Policy Amendments

- 10.1 If you have any comments, observations or requests for amendment of any policy then please post them to the Policy Feedback mailbox.

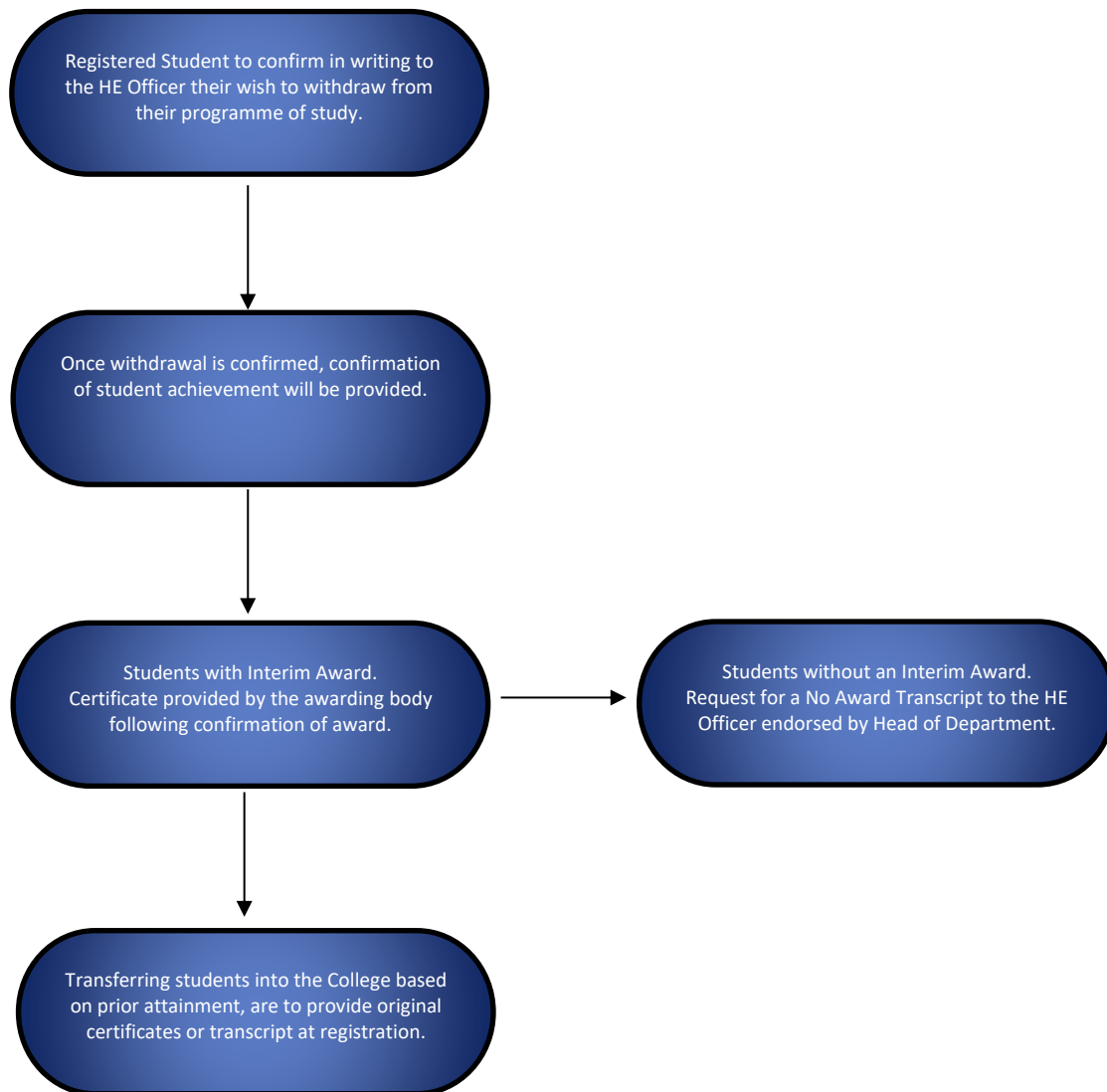
policy.feedback@midkent.ac.uk

11. Appendices

Appendix 1 – Process for Students Transferring to MidKent College from another Institution.



Appendix 2 – Process for registered MidKent College students transferring out of the college to another Institution.



Appendix 3 – Process for registered MidKent College Higher Education students transferring between MidKent College programs (Course Change).

