

## HIGHER EDUCATION TRANSFER ARRANGEMENT

### What is a Credit Transfer

Credit Transfer allows credit to be transferred from a similar qualification studied at another institution in order for a student to be exempted from part of a programme of study. Applicants must demonstrate clearly that their previous study covers the same material and learning outcomes as the module(s) for which exemption is being applied for. We will only consider a credit transfer for the module(s) studied that have formally been assessed and successfully completed at another institution.

Our undergraduate qualifications are made up of 15 credit modules, therefore, we can only award credit transfer in multiples of 15. If your previous study equates to less than 15 credits, we will not be able to consider it for credit transfer.

### Students transferring from another institution to EKC Group

All Higher Education courses at The Group are validated through an external awarding body, either Pearson or The University of Kent. Credit transfers to courses delivered by the Group will be considered with reference to the awarding body's Credit Framework.

If you have successfully completed a whole stage of study at another institution it may be possible to apply for advanced entry onto the second year of one of our courses. If you have completed part of a stage of study you may be able to transfer some credits towards your chosen course.

### How to apply

You will need to complete a Credit Transfer application form detailing the modules you have taken and provide a copy of your official academic transcript from your original institution. Make sure you include all the module(s) you have studied or are currently studying at another institution. Applicants will be offered advice and guidance by the Higher Education Department and the Programme Director/Leader for your subject and we will contact you by email if we need further supporting evidence.

To request the form or further information please email [highered@eastkentcollege.ac.uk](mailto:highered@eastkentcollege.ac.uk).

### Application process

The application is assessed by the Programme Director/Leader who will consider the evidence and then write their supporting statement detailing how they feel the claim meets the criteria. The Group Head of HE & Careers, will then pass it on to the awarding body for the Credit Transfer claim to be assessed. Applications must be made at least six weeks prior to the start of the academic year for which you are requesting to transfer credit.

### **Decision**

The Group will aim to have a decision to the student or applicant within 6 weeks of submitting their application. If the decision is delayed the applicant will be informed and further information may be requested.

If your Credit Transfer application is successful, the programme fees will be adjusted accordingly.

If a Credit Transfer claim is refused by the Group or awarding body the applicant is responsible for completing any additional study and assessment required to complete their award.

### **Appeal**

If applicants wish to appeal against a decision made, they should submit the appeal to the relevant awarding body authority.

For University of Kent programmes, judgements are seen as an academic decision and therefore there is no right to appeal. Applicants can reapply with different evidence/requests, but the first application will not be reconsidered.

For Pearson programmes, once the College processes have been exhausted, the student can appeal to Pearson following their appeals policy <https://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>

### **Students transferring from EKC Group to another institution**

Where a student chooses to transfer to another higher education provider having undertaken some study at the Group, the Group will ensure your achievements are accurately documented. The Group will liaise with the validating institution for your course to provide documentation of all learning outcomes achieved at a particular level and volume of credit earned as set out in a transcript.

Where a student is required to transfer due to the closure of a programme or department, the Group, as part of its Student Protection Plan, will actively support credit transfer negotiations with an alternative provider on behalf of all learners affected.

It is recognised that the acceptance of any credit transferred from one institution to another is at the discretion of the receiving institution and is not guaranteed.

For further information about credit transfer or accreditation of prior learning please see our [Recognition of Prior Learning procedure](#)