



## Student Transfer Policy and Procedure

### 1. Scope of this Policy

This is a guide for students who wish to transfer out of the Queen's Foundation to another Higher Education (HE) provider. This covers any current or recent students of the Queen's Foundation who are studying for a University Validated course. (If you wish to transfer credits INTO the Foundation, please see the 'APL' policy with the admissions policies on the website).

If your course is fully "not for credit", then you are entitled to a transcript and an academic reference should you apply to study somewhere else in the future; however, you have no rights to formally transfer *credit* to that institution since none will have been awarded by a University. You should discuss with the institution using your time at Queen's as relevant prior experience, and consider with them whether your experiential learning can be credited in some way.

This policy does not apply to PhD students, as they will also be students of VU Amsterdam and operative under their regulations. If you are a PhD student considering transferring your research to another provider, you should speak with your current supervisor(s) in the first instance.

In the event of course or college closure, please see the Student Protection Plan on the website for details of how students will be taught out of transferred.

### 2. Policy

#### **a) *If you are a student on a Common Awards programme:***

The Common Awards validation arrangement is a shared curriculum that has been designed and approved by the sponsoring churches and validated by Durham University for all ministerial candidates in England. Within the confines of professional requirements and the QAA Theology and Religious Studies subject benchmark statement, the curriculum is broad, and allows each Theological Educational Institution (TEI) to design a curriculum that is appropriate to their context and specialism.

Already embedded within the validation arrangements is the capacity for a student to take modules at another TEI, and for students to transfer to another TEI to continue a programme *without this involving formal Accreditation of Prior Learning (APL)*.

Please see the Common Awards website (<https://www.dur.ac.uk/common.awards/>) for more details on transferring TEI.

#### **b) *If you are a student on a Newman University programme, or are Common Awards student who wishes to transfer to a non-Common Awards programme/institution:***

You are entitled to apply to a different institution to transfer any credits you have obtained with the Queen's Foundation via the Accreditation of Prior Learning (APL) scheme. However, the transfer/approval of these credits, and their contribution to any programme you undertake, remains at the discretion and local regulation of the institution to which you are applying. You should therefore advise yourself of the new provider's published criteria for the consideration and processing of APL, and should expect to provide evidence to support any application.

The Foundation will provide academic transcripts upon request, but note that such transcripts contain the full academic record of your studies, and will therefore list any summative assessment failure and any proven academic malpractice. To request a transcript of studies, please contact [registry@queens.ac.uk](mailto:registry@queens.ac.uk).

#### **c) Further considerations regarding transfer of studies:**

In addition to the above advice, if you are student whose studies are sponsored by an ecclesial body, then you should consult with your sponsor regarding the implications of your wish to transfer, particularly in respect of ongoing sponsorship for professional accreditation. You should also liaise with your personal tutor, who will be able to advise on these matters, and discuss options with you. In such discussions with your sponsor/personal tutor, it is recommended that you consider:



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- Where moving to a 'not-for-credit' mode of study is possible for you.
- Your sponsor's approval of the programme:
  - o If the Foundation is the only approved provider for your programme, then there is no possibility of transferring its professionally-accredited aspect to another institution. This is the case for those sponsored for preparation for ordained ministerial roles within the Methodist Church of Great Britain, and for Reader Ministry roles within the Dioceses of Worcester and Lichfield.
  - o Where your professional accreditation may be delivered by another provider (as is the case for those sponsored for ordained ministry within the Church of England), you should confirm with your sponsoring diocese that the programme to which you are transferring meets their professional criteria, and that your sponsorship may be transferred along with your studies/credits.

In all of the above instances, you may still transfer credits as an "independent" student, with the relevant process described above.

### **3. Related policies**

- The Accreditation of Prior Learning (APL) Policy and Procedure
- The Student Protection Plan
- Academic Handbook

### **4. Data Protection**

Under the General Data Protection Act 2018 the lawful basis on which we will keep data relating to procedures to transfer is 'legitimate interest' to enable us to provide details of your academic history to a transferring institution. Your data is kept on file for a minimum of five years after you complete to assist with such future requests to transfer credit or provide an academic reference. The Foundation is required to retain student academic transcripts in perpetuity in order to be able to verify evidence of your qualification. You have a right to object to the retention of data other than the transcript after the five-year period e.g. prior academic references, but this may hamper the Foundations ability to provide this information in the future. Contact the data protection officer at [registry@queens.ac.uk](mailto:registry@queens.ac.uk) .