



CLEVELAND COLLEGE OF ART & DESIGN

Title	FE Transfers Procedure		
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Author:	MIS Manager		
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The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

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INTRODUCTION

1. This procedure identifies the roles and responsibilities of individuals and departments when transferring a student to or from an FE or HE programme of study.

SCOPE

2. This procedure is aimed at Course and Programme Leaders, Heads of School, MIS & Student Data Team

DEFINITIONS

3. None.

PROCEDURE

4. When a student is identified as requiring a transfer, the current Course/Programme leader should gain agreement from the Course/Programme leader who will inherit the student. They should also inform their Head of School of the pending transfer.

A transfer request should be raised on eProSolution with all relevant fields completed, and a full explanation of the reasons for the transfer entered.

The transfer request is actioned or rejected by the Student Data Team, and an automated email summarising the transfer/rejection is sent.

Enrolment forms are updated with the amendments.

ROLES AND RESPONSIBILITIES

5. Course and Programme Leaders must inform their Head of School and the Course/Programme Leader who will inherit the transferred student prior to raising the electronic request.

Course and Programme Leaders raise the electronic transfer request on eProSolution and provide as much information as possible regarding the transfer.

The Student Data Team will action the transfer from ProSolution whilst double-checking all the details. If all the information is not provided or is incorrect, the Student Data Team will reject the transfer. This will send an automated response to the Course/Programme Leader who will need to re-raise the request.

Once the transfer is successfully processed the Student Data Team send the automated email to the Head of School, Quality Manager, Course/Programme Leader, and cc themselves. A copy is printed and filed with the enrolment form. The enrolment form is updated by the Student Data Team to reflect the transfer.

MONITORING AND EVALUATION

6. The procedure will be discussed annually at Course and Programme Leaders meetings.

EQUALITY STATEMENT

7. This policy will be implemented in line with the principles of the college's commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

RELATED DOCUMENTATION

8. None.