



Academic Policy 13:

Student Transfer Policy

2025-2026

This document is available in hard copy and on the University intranet and internet sites. Please contact the Information Centres (in each campus library) or the Kingston Students' Union Advice Centre if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand.

Student Transfer Arrangements

In-coming students

The University's priority for admissions is to match prospective students with the course of study that best meets their academic and vocational needs and individual circumstances and recognises that there may be circumstances in which a student wishes to transfer from one HE provider to another. The University welcomes applications from prospective students who wish to enter at a later stage of a course or gain exemption from specific modules, subject to any specific requirements of an accrediting or regulatory body.

Such entry can be assessed on the basis of existing qualifications (Recognition of Prior Certificated Learning (RPCL)). The upper limit for this is two thirds of the credit required for the award (e.g. typically for a FT 3 year UG honours course, entry to start of final year) while the minimum exemption considered is 30 credits (i.e. typically one module).

RPCL applies only when the prior certificated learning meets one of the following criteria:

- the prior certificate was awarded by another UK HEI
- the prior certificate falls within another UK regulated credit framework (e.g. the Regulated Qualifications Framework)
- the prior certificate is mediated by a Progression Agreement with another Educational Institution
- the prior certificate is from an international institution and has been reviewed by NARIC to determine its credit value and equivalence to one of the UK national credit frameworks.

Application is via the normal routes and the University's usual processes for assessing the application apply. It is the responsibility of the applicant to make clear in their application their wish to enter directly to the start of the second or subsequent year or to receive partial exemption for modules completed elsewhere and to state whether this is on the basis of existing qualifications or experience. As a minimum the applicant will be asked to provide a transcript as evidence of completion and an outline of the course content, sufficiently detailed to permit curriculum matching.

All such applications are referred to an RPL Co-ordinator, who undertakes the academic exercise of mapping general and specific credit from any appropriate existing qualifications against the curriculum from which exemption is sought. The assessment will also seek to guarantee that the learning is current. That is, not only does the past learning match into the University course, but that the knowledge and/or understanding and/or skills reflected in the prior certificated learning can be presently applied by the applicant. The RPL Co-ordinator will:

- determine whether credit can be given; and
- identify which modules can be credited (if relevant).

If the evidence is sufficient to grant credit, the applicant is informed of the decision and made an offer. The applicant enrolls and the credit awarded through RPCL is

recorded in the University's student record system and on the student's transcript/HEAR.

RPCL is not usually graded (see the [Undergraduate and Postgraduate Regulations](#)), unless it is credit from a previous KU award or credit from another UK HEI, in which case the Faculty has the option of transferring grades.

There is no fee for RPCL but applicants are liable to normal course fees, depending on the extent of the credit given. Applicants should seek advice regarding their eligibility for funding prior to applying.

The arrangements for students to transfer to the University utilising RPCL are described in the University's [Admissions Policy](#) which is published on the University's website. The quality assurance arrangements underpinning admission by RPCL are described in the University's Academic Quality and Standards Handbook ([section H](#)).

Outgoing students

All students who exit the University either upon completion of their intended award or part way through a programme are issued with a HEAR which details the modules taken, their credit value and the marks for each element of assessment associated with the module, the award gained (including intermediate awards achieved).

Programme specifications are available from the University's website which current and ex- students can access to support admission to another institution. The decision to accept credit from Kingston University is at the discretion of the receiving institution.

The University publishes its transfer arrangements for current students on its website.

Current students

Where course delivery models make it possible, students may be permitted to transfer to another course, or onto another mode of study, following enrolment onto their programme of study.

For most courses that support transfers, requests are typically only accepted up until the last date of the course's or the University's enrolment period. Courses that have common first years may allow transfer requests to be submitted after this.

Most block delivery courses only accept transfer requests that are received within one working day from the start of the module.

It may also be possible for students to transfer from one mode of study to another, or from a sandwich or placement route to a non-sandwich or non-placement route outside of this time-period.

The specific deadlines for submitting course transfer requests are published in course handbooks and/or are available from course leaders.

All transfer requests shall be reviewed by the relevant Course Leader(s) who will consider the student's academic achievement, the relevant course entry criteria and

the availability of places. For international students, consideration will also be given to visa status and compliance.

All students, but particularly those who are receiving funding from Student Finance England or the Student Loan Company, should seek advice from the Information Centre regarding any implications of a change of course or mode of study on their funding.

International students must also seek advice from the Information Centre regarding their Visa before requesting a course or mode of study transfer.

Students wishing to transfer to another course should contact their Course and Student Administration team to request a form.