Student Transfer Policy

1. Introduction

1.1 Transfer is the process whereby a current student, either enrolled at Metanoia Institute or another institution, moves from one study programme to another, or one mode of study, for example full time to part time, to another.

1.2 This includes students transferring into Metanoia Institute from another provider; transferring from Metanoia Institute to another provider; transferring internally between programmes within the Institute; or transferring to a different mode of study, for example from full-time to part-time.

2. Scope

2.1 This policy applies to students external to the Institute and internal, current students, also supporting Institute staff involved in the transfer process.

2.2 In all external entry cases, students are required to also take note of guidance and support provided via the specific Accreditation of Prior Experiential Learning (APEL) Handbook.

2.3 In-year transfers to or between Metanoia Institute programmes will not normally be permitted if more than 2 taught sessions of the academic year have been completed.

2.4 Where a student's prior attainment exempts them from a module/s, a delayed start to a programme may be possible, and this will be determined by the relevant Faculty Head.

3. Support for Students

3.1 Addition help and support re our policies and processes can be found from the Institute's Disability and Student Support Officer who can be contacted at disabilities@metanoia.ac.uk .

4. Transfer procedures

4.1 Into Metanoia Institute

The eligibility of a student from another institution to transfer to a Metanoia Institute programme is determined by the relevant programme's entry criteria, the timing of the request, and the relevant APEL procedures

4.1.1 Please contact the Admission Data Officer on admissions@metanoia.ac.uk for further guidance and support. Please follow the link for an example of the Information Handbook re the process and documentation likely to be requested

4.2 To another institution/ provider

4.2.1 The process for registering an intention to transfer out of Metanoia Institute into another Institution begins with discussions with the relevant Programme Leader.

4.2.2 If after discussion transfer remains the best option; a Withdrawal from Studies form must be completed and submitted to registrar@metanoia.ac.uk.

4.2.3 Upon receipt of this form, the Registrar will formally confirm the withdrawal via email.

4.2.4 The Institute's Disability and Student Support Officer will at this point contact the Student directly to offer further guidance relating to possible providers for continuation of study; support for reference materials and/ or interview preparation required for onward study; to facilitate any outstanding discussions with Finance; Library; Academic Staff as necessary to fulfil closure of study by agreed end dates (as stated in withdrawal confirmation).

4.2.5 Any students due to receive an Interim Award for completion of modules or meeting exit award requirements for a particular programme, will be automatically submitted to the next Assessment, Progression and Achievement Board. Once confirmed, a certificate and transcript will be provided.

4.2.6 Students without an Interim Award but with completed modules can request a partial transcript. This transcript will provide details on all assessment and module study undertaken by the student whilst registered on their current programme, and will include the level of study, the number of credits and the grades achieved (as applicable).

4.3 Within Metanoia Institute

The eligibility of a student to transfer from one Metanoia Institute programme to another is determined by the relevant programme's entry criteria, the timing of the request, and the relevant APEL procedures please contact the receiving Programme Leader.

4.4 Between Modes of Study (part-time/full-time)

The formal request to transfer to a different mode of study (part-time/full-time) on the same programme is made using the Programme Transfer form under the Regulatory Forms tab.