

COLLEGE OF INTEGRATED CHINESE MEDICINE STUDENT TRANSFER POLICY

Transferring is the process whereby a current student at CICM or at another institution, moves from one degree programme to another.

This policy applies to students external to CICM and current CICM students.

The eligibility of a student from another institution to transfer to a CICM programme is determined by the relevant programmes' entry criteria.

A student from another institution wishing to transfer to CICM should contact the Registrar kstarr@cicm.org.uk who will assess the information and advise if they could apply and to discuss the process. Once the application is received, it will be referred to the relevant staff for consideration. Following approval to transfer to CICM, the Registrar will provide confirmation.

A student may be required to meet conditions of entry, for example successful completion of their current studies, the College may require specific course profile arrangements (including named modules) and will be required to provide evidence of the original certificate or transcript at registration.

If an application to transfer is rejected, the Registrar will consider whether the student is eligible for an alternative entry point. All decisions are communicated by the Registrar and will inform the student their right to appeal and process if they wish.

In some cases students will be seeking Accreditation of Prior Learning (APL) or in these cases in addition to the above, guidance is provided via the APL policy.

Any transfer request will be subject to a place being available and entry requirements being met. The Student needs to be in good academic standing.

Students wishing to transfer from CICM to another course are required to speak the Registrar who will advise and liaise with the new College or University as appropriate.