



Student Transfer Arrangements Policy

Enabling fair, transparent, and professionally supported student movement into, within, and beyond the ICMT.

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1. Policy Statement and Purpose

Purpose of this Policy

This policy sets out how the International College of Musical Theatre (ICMT) manages student transfer arrangements. It explains the options available to students who wish to:

- Join the ICMT after studying elsewhere.
- Transfer between the ICMT courses or pathways (where applicable)
- Leave ICMT to continue their studies at another institution.

It also defines the procedures staff must follow when assessing, supporting, or approving transfer requests.

This policy ensures all transfer decisions are fair, transparent, and consistent. It protects academic standards while supporting student choice and wellbeing. It forms part of ICMT's compliance with the Office for Students (OfS) regulatory framework, including:

- Condition B2: Delivering high-quality courses that support positive student outcomes.
- Condition F2: Giving students timely, accurate, and clear information.

The policy also reflects guidance from the Competition and Markets Authority (CMA) on student rights, and aligns with the UK Quality Code for Higher Education on credit transfer and the recognition of prior learning.

Who this Policy Covers

This policy applies to:

- All current ICMT students on undergraduate or professional training programmes.
- Any applicant who wishes to enter an ICMT course with prior credit or learning.
- The ICMT staff involved in admissions, academic decisions, or student support.
- All higher education courses delivered or awarded through the ICMT.

This policy does not apply to transfers between short courses, workshops, or non-credit-bearing programmes.

When Transfers May Occur

Transfers may happen at different points in a student's academic journey. This policy covers:

- **Transfers into the ICMT:** Where a student applies to join a course with prior academic credit or relevant experience.

- **Internal transfers:** Where a student enrolled at the ICMT requests to change course, pathway, or delivery location (if applicable).
- **Transfers out of the ICMT:** where a student withdraws from their current course and continues studying at another provider.

All scenarios carry academic, financial, and practical implications. This policy ensures students understand those implications before making a decision.

Our Approach

The ICMT will consider all transfer requests on a case-by-case basis, guided by the following principles:

- **Fairness:** Every student has the right to request a transfer and to receive a considered response.
- **Clarity:** We will explain what is possible, what is required, and what happens next.
- **Academic integrity:** We will only approve transfers that uphold the level, outcomes, and coherence of the ICMT courses.
- **Support:** We will signpost students to appropriate advice, including admissions, finance, safeguarding, or visa support.
- **Feasibility:** We will not approve transfers that would disrupt delivery, exceed studio capacity, or undermine cohort-based teaching.

How this Policy Connects to Other Policies

This policy works alongside other institutional policies and procedures. Depending on the type of transfer, students and staff may also need to consult:

- Admissions Policy.
- Tuition Fees and Refunds Policy.
- Student Complaints Procedure.
- Safeguarding Policy.
- Recognition of Prior Learning Policy.

These documents contain additional requirements that may affect eligibility, timelines, or outcomes.

2. Key Definitions

This section explains the terms used throughout the Student Transfer Arrangements Policy. These definitions support a clear understanding and consistent application for students and staff.

Student Transfer

A student transfer is any formal process where a student changes their place of study or course registration. This includes:

- Transfers into the ICMT from another UK higher education provider.
- Internal transfers within the ICMT, such as changing course, pathway, or location (where applicable).
- Transfers out of the ICMT to continue studying at another institution.

Transfers may affect tuition fees, student finance, visa sponsorship, academic credit, and access to studio-based training.

Advanced Entry

Advanced entry occurs when an applicant is admitted to a course partway through its standard duration, usually into Year 2 or Year 3. This is based on prior academic credit or equivalent training.

Advanced entry:

- Requires prior study that matches the level and content of the earlier stage(s) of the ICMT course.
- Is subject to an audition or interview to confirm suitability.
- Depends on the capacity within the relevant cohort.

The ICMT does not guarantee the availability of advanced entry in any given year.

Recognition of Prior Learning (RPL)

RPL is the formal process by which the ICMT recognises learning achieved before entry. It may be used to:

- Award academic credit (credit transfer).
- Support an application for advanced entry.
- Demonstrate eligibility through relevant professional or experiential learning.

All RPL decisions follow the ICMT's Recognition of Prior Learning Policy and must be supported by documented evidence.

Credit Transfer

Credit transfer refers to the process of accepting credit achieved at another UK higher education provider, where the modules completed are:

- Of the same academic level.
- Closely matched in learning outcomes.
- Relevant to the intended ICMT course.

Credit transfer does not automatically lead to advanced entry or exemption. All credit must be mapped and approved.

Internal Transfer

An internal transfer is a request from a current ICMT student to change their course of study, subject pathway, or delivery site (if applicable). All internal transfers:

- Must be academically and operationally viable.
- May require re-audition, re-interview, or academic review.
- Are usually only considered during Year 1 (Level 4), unless otherwise stated.

Not all courses or pathways permit internal transfers due to their integrated, cohort-based design.

External Transfer

An external transfer occurs when a student withdraws from their ICMT course and continues their studies at another recognised UK higher education provider.

Students considering an external transfer should seek advice from:

- Their Head of Course (academic implications, transcripts and records).
- Student Services Manager (finance, visa, safeguarding).

Exit Award

An exit award is a formal qualification that recognises the credit a student has achieved before leaving a full programme. Examples include:

- Certificate of Higher Education (CertHE) after successful completion of Level 4.
- Diploma of Higher Education (DipHE) after successful completion of Level 5.

Exit awards are granted at the discretion of the Academic Board and may only be available on validated programmes.

Transcript

A transcript is an official document that confirms:

- Modules completed.
- Credit awarded.
- Grades achieved.

Students can request a transcript when transferring out of the ICMT or applying to another institution.

Validated Programme / Award

A validated programme is one that the ICMT delivers under formal agreement with an external UK awarding body. This means:

- The programme follows approved academic standards.
- The validating body's regulations govern assessment and progression.
- Certain decisions (e.g. RPL, exit awards) must comply with external frameworks.

Validated programmes may have additional transfer constraints that ICMT must uphold.

3. Transfer into the ICMT

This section explains how you can apply to join a course at the International College of Musical Theatre (ICMT) after completing part of a higher education course elsewhere. This is known as a transfer into the ICMT or advanced entry.

Due to the intensive, studio-based nature of our training and the fixed structure of each cohort, transfers are possible only in exceptional cases. All transfer applications are individually assessed.

Eligibility Criteria

You may apply to transfer into an ICMT course if:

- You have completed relevant modules at another UK higher education provider.
- Your previous learning is at the correct level and matches the content of the ICMT course.
- You meet the published entry requirements for the course.
- You are available to start at the beginning of the academic year (mid-year entry is not permitted).
- A space is available within the intended cohort.

The ICMT does not accept transfer applications for final-year entry.

How to Apply

To request a transfer into the ICMT, you must complete the following steps:

a) Contact the Admissions Team

Email info@theicmt.com to register your interest. The team will advise whether a transfer is likely to be viable for your chosen course.

b) Submit Required Documentation

You must provide:

- Your official academic transcript.

- A full breakdown of modules completed (with learning outcomes, credit values, and assessment methods).
- A personal statement explaining your reason for transfer.
- Any evidence of professional or experiential learning.

c) Complete an Audition or Interview.

You must demonstrate the appropriate performance level for the year of entry. This may involve:

- A practical audition.
- A formal interview.
- Additional written or performance tasks, if required by the programme.

d) Receive a Decision

The ICMT will review your academic documentation, performance level, and cohort fit. You will receive one of the following outcomes:

- An offer of a place with advanced entry.
- An offer of a place at Year 1 (if advanced entry is not possible).
- A rejection, with guidance on alternative routes where appropriate.

How We Make Decisions

An Admissions Panel makes all transfer decisions. We assess:

- The match between your prior learning and the ICMT course content.
- Your readiness to join a conservatoire-level training environment.
- Studio availability and group cohesion.
- The impact on course delivery and assessment integrity.
- Any relevant safeguarding, visa, or funding issues.

Decisions are final. You may request feedback, but you cannot appeal the outcome of a transfer application.

Recognition of Prior Learning (RPL)

If your previous learning does not carry academic credit but you have significant relevant experience, you may apply through the Recognition of Prior Learning (RPL) route.

This includes:

- Professional work in musical theatre or related fields.
- Accredited short courses.
- International qualifications or training programmes.

RPL applications require:

- A structured portfolio of evidence.
- A mapping exercise against ICMT's intended learning outcomes.
- Additional assessments, if necessary

All RPL decisions follow the ICMT Recognition of Prior Learning Policy and must be completed before enrolment.

Deadlines and Timing

You must submit a complete transfer application by 31 June for entry in September of the same year.

The ICMT does not accept late applications or consider entry mid-way through the academic year. This ensures the integrity of cohort-based delivery and the quality of your student experience.

What You Need to Consider

Before applying to transfer into the ICMT, make sure you understand the implications:

- **Fees and Funding:** You may not qualify for full student finance if you transfer into a later year. Contact Student Finance England before applying.
- **Visa Sponsorship:** If you need a student visa, we must confirm your eligibility before offering a place.
- **Safeguarding and Disclosure:** You must declare any past disciplinary, safeguarding, or criminal matters as part of your application.
- **Course Compatibility:** We will only accept transfers where your prior learning supports your success at the ICMT and aligns with the programme's structure and outcomes.

Who to Contact

For questions about transferring into the ICMT, contact info@theicmt.com.

Our team will support you throughout the process and ensure you understand all academic and practical implications before any decision is made.

4. Internal Transfers

This section explains how a current ICMT student may request to transfer to another course, pathway, or study location (where applicable). These are known as internal transfers.

The ICMT recognises that a student's goals or circumstances may evolve during training. However, due to the integrated, practice-led nature of our courses, internal transfers are rarely possible and never automatic. All requests must meet academic, operational, and safeguarding thresholds.

What This Covers

You are requesting an internal transfer if you are enrolled at the ICMT and wish to:

- Change to a different course or qualification.
- Switch between specialist pathways.
- Move to a different ICMT delivery location (if offered).

If you are considering withdrawing from your course and transferring to another institution, refer to Section 5: Transfer to Another Provider.

Who Can Apply

You may request an internal transfer if:

- You are currently enrolled and in Year 1 (Level 4) of your course.
- Your target course or pathway is actively running and has space.
- You meet the performance and academic criteria for the new course.
- You have valid reasons, such as a shift in professional focus or a significant change in personal circumstances.

The ICMT will not consider transfer requests:

- Mid-term or mid-module.
- After Year 1, unless exceptional circumstances apply.
- If the request would compromise the learning experience of other students.

How to Request a Transfer

Follow these steps:

- **Speak with the Head of Musical Theatre.**
Arrange a meeting to explore your options. This is an informal conversation and does not guarantee approval.
- **Submit a Formal Request to John Edwards, Student Services Manager.**
Contact via john@theicmt.com, with:
 - A clear explanation of your reasons for the transfer.
 - Any relevant supporting documentation (e.g. medical, professional, or pastoral).
 - The course, pathway, or location you are seeking to transfer into.
- **Attend a Re-Audition or Interview (if required).**
You may be asked to re-audition or interview to confirm your suitability for the new programme.
This ensures you meet the required standard for the intended year of study.

- **Receive a Decision.**

The Academic Panel will consider your request and confirm the outcome in writing.

How We Make Decisions

Transfer requests are assessed against the following criteria:

- Your current academic standing, attendance, and engagement.
- Alignment between your completed learning and the requirements of the new course.
- Studio and staffing capacity.
- Potential disruption to cohort dynamics or delivery schedules.
- Visa compliance, safeguarding, and funding implications.

The Academic Panel makes the final decision. You will receive a formal outcome within 15 working days of submitting your complete request.

Key Considerations

Before requesting a transfer, consider the following:

- **Academic Impact:** You may need to repeat parts of the year or complete bridging work. You cannot transfer mid-module or avoid core assessments.
- **Fees and Funding:** Internal transfers may affect your tuition fees or Student Finance entitlement. Contact john@theicmt.com for guidance before applying.
- **Visa Requirements:** If you hold a Student visa, we must update UKVI about any change in your course. You must not switch programmes until approval is granted.
- **Cohort Compatibility:** The ICMT may decline a transfer request if it risks destabilising group-based studio work or timetabling integrity.

Appeals and Support

Transfer decisions are final and not subject to academic appeal. However, you may:

- Request written feedback from the Academic Panel.
- Raise concerns under the ICMT Complaints Policy if you believe the process was not followed correctly.

5. Transfers to Another Provider

This section explains what to do if you decide to leave the ICMT and continue your studies elsewhere.

This is known as an external transfer.

The ICMT respects your right to make decisions about your training. We will help you exit in a managed, informed, and professional way, ensuring your records are accurate, your obligations are clear, and your next steps are well-supported.

When to Consider Transferring

You may consider transferring from the ICMT if:

- You have received an offer from another provider that better suits your goals.
- Your personal or professional circumstances require a different study model or location.
- You wish to restart or change your training path in a new conservatoire setting.

You do not need permission to withdraw from the ICMT. However, early communication allows us to support you, minimise disruption, and protect your academic record.

Preparing to Leave

Before confirming your decision, we recommend that you:

- **Speak with your Head of Course:** They can advise on your academic standing, implications for assessment, and potential eligibility for credit or an exit award.
- **Contact Student Services Manager:** Email john@theicmt.com to clarify the formal withdrawal process, check your record, and request documentation if needed.
- **Check with your new provider:** Confirm whether they will recognise your ICMT study, and what documentation they require. The ICMT cannot influence their decision.

How to Withdraw and Transfer

To transfer out of the ICMT:

- **Submit a Withdrawal Form:** You must complete a formal Withdrawal Form, available from theicmt.com. This ensures your student record is closed accurately and that key services (e.g. Student Finance, visa sponsorship) are updated.
- **Attend a Final Meeting (Optional):** You may request a final conversation with your Head of Course or Student Services Manager to ensure your transition is fully understood.
- **Return ICMT Property:** You must return all borrowed items (e.g. library materials, costumes, equipment) before your withdrawal is confirmed.

Your withdrawal date will be the date we receive your completed form, not the date you stop attending classes.

Academic Records and Exit Awards

If you complete a sufficient volume of credit before withdrawing, you may be eligible for an exit award such as a Certificate or Diploma of Higher Education. This will depend on:

- The validating body's award framework.
- Completion and assessment of all relevant modules.
- Academic Board approval.

You may request:

- An Academic Transcript (confirming modules, credit, and grades).
- A Reference from academic staff (at their discretion).
- Requests must be sent to info@theicmt.com. Allow up to 10 working days for processing.

What to Consider Before Withdrawing

Make sure you understand the implications of transferring out:

- **Tuition Fees:** You are liable for fees up to your official withdrawal date. Review the Tuition Fees and Refunds Policy or contact john@theicmt.com for clarity.
- **Student Finance:** Your future eligibility for tuition or maintenance support may change. Contact Student Finance England before finalising your decision.
- **Visa Sponsorship:** If you hold a Student visa, we must report your withdrawal to UKVI. This may curtail your visa and affect your stay in the UK.
- **Safeguarding Disclosures:** If your departure involves any conduct, fitness-to-train, or safeguarding concerns, the ICMT may be required to inform your new provider. We will always follow legal and professional obligations in such cases.

Support After You Leave

After withdrawing, you may still:

- Request official documentation.
- Access limited transitional support.
- Receive a reference from your Head of Course (on request and at their discretion).

We will handle your departure professionally and respectfully, and will retain your records in accordance with our data retention policy.

6. Appeals and Complaints

This section explains what to do if you believe a transfer decision was mishandled or if you wish to raise a concern about how your case was managed.

The ICMT is committed to treating all students fairly and professionally. We apply our policies consistently and will always explain our decisions. If something has gone wrong, we will investigate and, where appropriate, put it right.

What You Can and Cannot Challenge

You may request a review or submit a complaint if you believe that:

- The transfer decision was based on inaccurate or incomplete information.
- The process set out in this policy was not followed.
- You were not given access to relevant support or guidance.
- You were treated unfairly, discriminated against, or subject to procedural bias.

You cannot request a review solely because you disagree with the outcome. The ICMT does not allow appeals against academic or admissions judgement where due process has been followed.

Review of a Transfer Decision

If you believe that an error occurred during the decision process (e.g. missing evidence, misapplied procedure), you may request a formal review.

To do this:

- Email info@theicmt.com within 10 working days of receiving your transfer decision.
- Include:
 - The decision you are challenging.
 - The grounds for your request (factual or procedural).
 - Any supporting documents you have not already submitted.
- A senior member of staff not involved in the original decision will assess your request.
- You will receive a written outcome within 15 working days.

This is not a re-evaluation of your original application. It is a procedural review to ensure the decision was made fairly, consistently, and in line with this policy.

Formal Complaints

If you wish to raise a concern about how the ICMT managed your case, communicated with you, or applied its policies, you may submit a formal complaint.

To do this:

- Request a Complaint Form from info@theicmt.com.
- Submit your completed form to info@theicmt.com within 20 working days of the issue arising.
- Your complaint will be acknowledged within 5 working days.
- A Complaints Officer will investigate and issue a written outcome within 20 working days.
- If more time is needed (e.g. to gather evidence), you will be kept informed.

Your complaint will be handled sensitively and in confidence. It will never affect your academic status, immigration record, or access to support.

Referring to the Independent Adjudicator

If you are dissatisfied after completing the ICMT's internal processes, you may escalate your case to the Office of the Independent Adjudicator for Higher Education (OIA).

You must do this within 12 months of receiving a Completion of Procedures Letter. The ICMT will issue this letter automatically at the end of the review or complaint process.

For more information, visit: www.oiahe.org.uk

Institutional Accountability

The ICMT records all formal reviews and complaints. We monitor this data regularly to identify trends and make improvements. If your experience highlights a policy gap or process failure, we will act.

7. Roles and Responsibilities

This section outlines who is responsible for each part of the student transfer process at the ICMT. Clear ownership supports transparency, protects academic integrity, and ensures that all transfers, into, within, or out of the ICMT, are handled professionally and consistently.

All individuals involved must act in accordance with this policy, maintain confidentiality where required, and ensure decisions are made without bias or delay.

Student Responsibilities

As a student or applicant, you are responsible for:

- Submitting complete and timely requests for transfer, withdrawal, or recognition of prior learning.
- Providing accurate supporting documentation (e.g. transcripts, personal statements, evidence of experience).
- Attending required auditions, interviews, or academic meetings.

- Seeking advice where needed and responding promptly to communications.
- Understanding how your request may affect your tuition fees, visa status, or academic standing.
- Disclosing any information relevant to safeguarding, wellbeing, or disciplinary status where appropriate.

You remain responsible for your own decisions and for fulfilling any actions set out in your transfer outcome.

Academic Leadership and Decision-Making

Head of Course

- Advises students considering internal transfer or withdrawal.
- Assesses academic and cohort implications of transfer requests.
- Refers students to Student Support, or safeguarding as required.
- Provides references or statements for students transferring to other providers, where appropriate.

Academic Panel

- Reviews and approves internal and advanced entry transfer applications.
- Assesses alignment of credit, learning outcomes, and cohort fit.
- Oversees re-audition or re-interview processes.
- Issues decisions that uphold course integrity and student experience.
- Provides written outcomes via Student Services.

Administrative Operations

Admissions and Registry Team

- Manages the formal transfer and withdrawal process.
- Issues and records outcome letters, transcripts, and Completion of Procedures documentation.
- Processes Recognition of Prior Learning (RPL) applications in line with policy.
- Maintains accurate records for compliance, audit, and reporting.
- Liaises with the validating body, Student Finance England, and UKVI as required.
- Handles enquiries and applications from external transfer applicants.
- Schedules auditions or interviews for advanced entry requests.
- Confirms entry requirements and manages communications with applicants.
- Coordinates with academic staff and Registry on eligibility and capacity.

Support and Safeguarding

Designated Safeguarding Lead

- Offers confidential advice on wellbeing, hardship, or personal issues affecting transfer decisions.
- Supports students considering withdrawal or a change of course.
- Provides guidance on complaint or review processes.
- Signposts to internal or external services as needed.
- Reviews safeguarding disclosures linked to transfer or withdrawal.
- Determines if any onward disclosure is required to a receiving institution.
- Supports decision-making in cases involving conduct, fitness to train, or risk.
- Works with Registry and Student Services to manage safeguarding referrals.

Specialist Functions

Finance Team

- Advises on tuition fee liability and refund eligibility following transfer or withdrawal.
- Issues final statements and manages reconciliation of fees.
- Signposts to Student Finance England for funding queries.

International Student Support / UKVI Compliance Lead.

- Advises international students on the visa implications of any change.
- Ensures visa sponsorship duties are met in line with UKVI requirements.
- Reports status changes and maintains records for audit purposes.

Quality Assurance and Redress

Complaints and Appeals Officer

- Manages procedural reviews of transfer-related decisions.
- Investigates formal complaints regarding the handling of transfer cases.
- Issues formal responses and Completion of Procedures letters.
- Monitors outcomes to support quality assurance and institutional improvement.

All staff and students involved in the transfer process are expected to uphold the ICMT's values of fairness, professionalism, and accountability. Decisions affecting student progression or welfare must be timely, evidence-based, and clearly communicated.

8. Other Policies

Student transfer decisions do not sit in isolation. They rely on a wider framework of policies that protect academic standards, regulatory compliance, and student wellbeing. This section shows where and how this policy connects to other institutional frameworks.

Staff and students must use this policy in conjunction with the following documents.

Admissions and Auditions Policy

Outlines how the ICMT assesses eligibility, entry standards, and application processes.

Relevant to:

- Transfers into the ICMT (including advanced entry).
- Re-auditioning as part of an internal transfer.
- Determining whether an applicant meets programme entry requirements.

Recognition of Prior Learning (RPL) Policy

Details how the ICMT recognises prior academic or professional experience for credit or entry.

Relevant to:

- Transfer-in requests where formal credit is incomplete or unavailable.
- Applications based on experiential learning.
- Mapping external modules to the ICMT learning outcomes.

Tuition Fees and Refunds Policy

Sets out how fees are charged, adjusted, and refunded following a change in enrolment status.

Relevant to:

- Withdrawals and transfers out of the ICMT.
- Internal transfers that affect the length or structure of study.
- Determining final financial liability upon transfer or exit.

Student Complaints Policy

Explains how students can raise concerns about institutional decisions or services.

Relevant to:

- Concerns about how a transfer request was handled.

- Alleged procedural unfairness or staff behaviour.
- Any non-academic issue related to the transfer process

Academic Misconduct Policies

Define the processes for challenging academic decisions or addressing breaches of academic conduct.

Relevant to:

- Situations where academic performance affects transfer eligibility or exit awards.
- Academic standing on departure from the ICMT.
- Ensuring that academic integrity is maintained throughout the transfer process.

Safeguarding and Student Support Policies

Outline how ICMT protects the welfare of students and responds to disclosures or support needs.

Relevant to:

- Transfers linked to health, wellbeing, or personal circumstances.
- Cases requiring ongoing support or risk assessment.
- Disclosures made during transfer, withdrawal, or transition to another provider.

Data Protection and Records Management Policy

Explains how student data is collected, used, and shared.

Relevant to:

- Sharing transcripts, references, or safeguarding information.
- Retaining records of transfer decisions.
- Issuing Completion of Procedures letters or official documentation.

All actions must comply with UK GDPR and ICMT's internal protocols.

Visa Sponsorship and UKVI Compliance Policy

Sets out ICMT's responsibilities as a licensed student visa sponsor.

Relevant to:

- Course changes affecting international students.
- Withdrawal notifications and CAS validity.
- Ensuring compliance with Home Office reporting duties.

Course Handbooks and Programme Specifications

Define the structure, content, and assessment of each ICMT course.

Relevant to:

- Determining module equivalency for credit transfer.
- Confirming eligibility for exit awards.
- Ensuring alignment between prior learning and the ICMT's validated curriculum.
- If there is any inconsistency between this policy and another ICMT policy, the more specific or programme-governing policy takes precedence.

Students and staff should always seek clarification before acting on assumptions.

9.
