Partner College Procedures

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1. Overview – The Student Record

The Student Record forms the basis for statistical information on which external teaching funding is based as well as providing the definitive record for individual students’ academic and personal details. It also provides important evidence of public accountability, being effectively the audit trail for the University of Kent’s teaching grant.

It is therefore imperative that the record is kept up-to-date and is accurate, so providing a reliable feeder into more detailed School systems.

A student will have one record per qualification/award which may be amended if they change their programme of study, attendance mode, or any other detail. If they transfer from one programme to another, this will be reflected on the single record. No new record will be set up, unless the student withdraws and re-applies, takes another programme in parallel with the first or completes a programme of study and subsequently re-applies for a further programme of study with the University.

The University requires a full record for all Partner College students. This is regardless of the agreement between the University and College as to the programme status i.e. franchised, validated or validated plus.

All students have their final award processed by the University and will be invited to a University Congregation event where formal documentation will be awarded to the student i.e. degree certificate and transcript. A full record of modules, marks and results are thus required for the transcript and certificate and full personal details to enable the University to effectively communicate with all students.

2. Registration of New Partner College Students

Colleges will send daily (or timescale as agreed with an individual college) skeletal/pre-registration data files of new students from mid-July onwards.

The skeletal files contain very limited data i.e. Institution code, title, family name, date of birth, programme of study and mode of attendance (FT or PT). These files are uploaded into Student Data System (SDS) which generates a very basic record in SDS and their Kent ID number. The student ID details are reported back to the College via an acknowledgement file so they can upload the Kent ID details into their own database. The College or University (via the Partnership Development Officers) then notifies the student of their new ID number and instructs the student to enrol online via the University of Kent Getting Started web pages (http://www.kent.ac.uk/gettingstarted/enrol.html).

The skeletal files will be sent to the Student Records & Examinations Office (SRE). SRE will load these files into SDS. Acknowledgement files and error logs will be generated which are automatically sent to the SRE user via email.

SRE will review the acknowledgement and error logs to check any problems and take the necessary action to solve any issues. Files will be forwarded to the Colleges and issues reported to get the data correct and amended.
3. Registration of new students under Pearsons (formerly Edexcel) Licence

The University of Kent has to register all new Partner College HNC and HND students with Pearsons irrespective of whether the programmes are franchised or validated. This is achieved via uploading student details in Edexcel online by SRE.

Final programme results are also reported via Edexcel online once final programme results have been reported on the Student Data System.

When the University of Kent submits a new registration to Edexcel an invoice is generated billing the University. Invoices are received and checked by SRE in preparation for payment. A record is maintained by SRE detailing all registrations and certifications processed and cross-checked with the invoice details which are additionally recorded.

4. Production of ID Cards

ID Cards are produced by the University for the relevant Partner College students via collaboration between the Partnership Development Officer (PDO), SRE, Kent Hospitality and the Medway Student Administration team.

There are separate ID card templates for Franchised and Validated Plus students to differentiate the rights attributed by the category of the student. Students on Validated programmes do not receive a University of Kent card.

Photos can be uploaded as part of the online enrolment process (as point 2). ID cards for West Kent College and Canterbury College students will be printed by Kent Hospitality on the Canterbury campus and distributed by the Canterbury SRE team/PDOs. ID cards for Mid Kent College will be printed by the Medway Campus Administration Team and distributed by the Medway Student Administration Team/PDOs.

5. Claiming student awards under University Licences

The University of Kent is responsible for producing transcripts and certificates for all franchised and validated college students.

Coursework marks will be input by academic staff at the Partner Colleges via CMSDS. An automatic, overnight process will verify these results in preparation for examination boards.

The Medway Student Administration team staff are responsible for the maintenance of student module and programme records, additional mark entry and verification, production of composite mark sheets for examination boards and the upload of final results and an electronic transcript via SDS as well as paper copies of final transcripts for the Colleges. The production of final awards and transcripts to the students is undertaken by SRE.
Note 1: Key Dates - Associate and Partner College Administration

Throughout the academic year
- Partner College academic staff input of module marks via the web (automatic verification).
- Management of Partner College records by Medway Student Administration team.

June/July/August
- Final input and verification of marks and production of composite mark sheets for examinations boards (June/July)
- Transcript of marks sent to all Partner College students (June/July/August).
- Production of pass lists (June/July/August).
- Skeletal/Pre-registration and monthly files to be sent to SRE from mid-July onwards for new students

September/October
- Partner College pass lists and HND/C Certificates to UoK Congregations department in preparation for the November ceremony.

November
- Congregations Ceremony for all Partner Colleges.

Appendix A : Glossary of Terms

PDO Partnership Development Officer.

POS Programme of Study e.g. Business HND. All our POSs have abbreviations which follow a standard format – title: qualification aim e.g. BUSINESS:HND, FINART:HNC

QA&V Quality Assurance and Validation Office

Academic Status Determines the status of the student at the institution and funding. This is a vital piece of information. The most relevant for Associate Colleges are:
- A – ‘Authorised to register’ All records are created at this status, and remain so until the student has actively registered or as confirmed via the monthly file transfer.
- R – ‘registered’ Students in course should be registered which means they have paid fees and are attending the institution. In order to be registered, there must be evidence that a student is in course and attending. (This is why we have insisted at the start of the year on your providing assurances that a student has returned).
- I – Intermitting/Suspended studies. Students who have suspended study for a defined (agreed) period for reasons which may be academic, personal,
financial, or medical. They are expected to return on a certain date to resume study, whether on the same course or not.

- J – Resitting. Students who have previously failed, and are returning only to sit examinations. Such students are not attending the institution until sitting examinations.
- X – record for archiving. The student has left the institution and is not expected to return. When a student leaves the institution without completing their programme of study, we need a last date of attendance to satisfy external reporting requirements.

Withdrawal

Refers only to a student’s complete withdrawal from the institution – NOT withdrawal from a module or programme of study, in order to transfer to another.

Transfer

Refers to a student transferring from one programme of study to another in course and is not the result of upgrading after the award of a qualification (i.e. not transferring to an HND after completing an HNC).

Registration Date

The date of the formal start of the programme (usually a start-of-term date)

Completion Date

The date of the completion of the programme (usually an end-of-term date). To some extent this is an expected completion date – a student may intermit, or transfer to a longer/shorter POS, which will necessitate a change of completion date. If this date changes, we will need to know.

Results

At the end of every academic year all students must receive an assessment effectively granting permission to proceed to the next year of study. A distinction is made between end of programme results and interim results. Current result categories are:

DISTINCTION

MERIT

PASS

PROCEED An interim result, indicating that a student may proceed to the next stage/year of study

FAIL Fail (Whether or not they are allowed to resit)
Appendix B : Contact List

Mid-Kent College

- Wendy Straw – 01634 830633 Ext 2104
  Email: wendy.straw@midkent.ac.uk

  Wendy Straw co-ordinates the file transfer and responds to any queries relating to this procedure.

Canterbury College

- Anna Webber – 01227 811111
  Email: A.Webber@canterburycollege.ac.uk

  Anna is the Faculty Manager for Higher Education at the College.

- Andrew Hills
  Email: A.Hills@canterburycollege.ac.uk

  Andrew is the HE Curriculum Development Officer and is the point of contact for any quality assurance related issues.

West Kent College

- Sean Holman
  Email: seanholman@westkent.ac.uk

  Sean is the first point of contact for any student administration queries.

- Carmel Jewel
  Email: carmeljewel@westkent.ac.uk

  Carmel is the key link with the University for the College