

The Student Record

1 Student Records

Although Validated Institution Students are students of the Validated Institution, and not Kent, the University still maintains a student record for each registered student.

This record holds limited information (such as personal details, course, module and module mark information). Each Validated Institution should ensure that it holds a detailed student record for students studying towards a Kent Validated course.

1.1 Accuracy of Information Provided for the Student Record

It is essential that the information provided to Kent for each student's record is up-to-date and accurate.

As such QACO will routinely contact partners to ensure that information is correct, for example that the full legal name of students is correct prior to a Boards of Examiners meeting.

Partners should ensure that if any information related to student records requires updating, that they contact the QACO immediately.

2 Certificates and Transcripts

Under the University licence, Kent is responsible for producing certificates and transcripts relating to all of the courses of study delivered at Validated Institutions.

The Central Student Administration team (CSAO) produces certificates for finalist students following receipt of a Pass List which QACO creates after a Board of Examiners meeting.

It is important that the information requested at time of registration is correct to ensure that students receive an accurate certificate detailing their achievement.

Certificates will include a record of the Validated Institution the student studied at.

For details regarding congregation ceremonies please see Section 10.

3 Inputting of Module Marks

It is important that QACO has complete module mark information for every student in order that Kent can produce complete and accurate transcripts.

Institutions should ensure that module marks are input on the Kent Vision prior to Board of Examiners meetings to avoid delays with pass list and transcript production afterwards.

The Kent Student Data System can be accessed via our website at:
https://evision.kent.ac.uk/urd/sits.urd/run/siw_lgn

If you do not have access to Kent Vision for the input of marks please contact gaco@kent.ac.uk^[3] to request this.

As with all information related to the student record it is essential that the mark information provided by partners is accurate at the point of entry.

We therefore ask that institutions have procedures in place for ensuring the accuracy of mark data, prior to inputting this information.

Amendments will delay the issuing of pass lists and transcripts, as errors will need to be rectified centrally by the University.