

Information for Students

1 Introduction

The University publishes a list of information that should be provided to students by Validated Institutions in relation to their course within *Annex D of the Code of Practice for Taught Courses*. Institutions should make themselves aware of this list: <https://www.kent.ac.uk/education/regulatory-framework/codes-of-practice-for-taught-courses#annex-d>

2 Access to University facilities

Students studying at institutions validated by Kent are not normally able to access the University facilities that are open to Kent students.

3 Certificates and Congregations

The University issues certificates to all students who successfully complete an award validated by Kent.

Students will be invited to attend a University graduation ceremony, which takes place in November each year, to receive their certificate and official transcript.

Where students are unable to attend the ceremony, the University's Congregations team will send the certificates and transcripts to the Validated Institution for distribution.

It is recommended that when Validated Institutions send out certificates and transcripts, that they use a tracked mail service.

Replacement certificates may be requested if the original has been lost or destroyed. Details on this can be found at: <https://www.kent.ac.uk/csao/graduates/degrecert.html>

4 Transcripts

Transcripts are an official record of a student's academic achievement and include a breakdown of modules taken and results attained for a specific course of study.

Official transcripts are provided to students as part of the University graduation ceremony.

Where students are unable to attend the ceremony, transcripts are sent by post along with the student's certificate via the Validated Institution.

If a student requires a replacement or copy of their transcript then they can apply for one by following the links at: <https://www.kent.ac.uk/csao/graduates/transcripts.html>

5 Appeals and Complaints Procedures

Procedures for Appeals and Complaints can be found in Annex 13 to the Credit Framework for Taught Courses here: <https://www.kent.ac.uk/education/regulatory-framework/credit-framework#annex-13>

6 Regulations

Students are required to abide by the University regulations. These can be viewed online at <https://www.kent.ac.uk/education/regulatory-framework/academic-regulations-for-taught-courses>

7 Visa Requirements

The University is not able to help Validated Institutions or their students, with regard to student visas or advice on student visas.

Validated Institutions must therefore make their own appropriate arrangements in order to meet UK Visas and Immigration (UKVI) requirements.

8 Availability of External Examiners Reports

Whilst External Examiner Reports are already often available to student representatives at forums such as the Student Voice Committee, the University requires that **all** students are given access to the reports for their course in full.

This requirement applies to all Validated Institution courses.

There is no set method for Validated Institutions to make the reports available to students but some suggested ones are:

- Making them available on a dedicated webpage which students can access.
- Making them available to students through a virtual learning environment.
- Making them available to the students by e-mailing the report directly to students on the courses.

Partners should ensure that reports for the last three years are accessible.