

Transfer Student Enrolment and Waiver Policy

1. Purpose

This policy establishes the principles, procedures, and criteria governing the admission, enrolment, and granting of academic waivers for transfer students at **The European Academy of Coptic Heritage (TEACH)**. It ensures fair, transparent, and consistent decisions in accordance with British higher education standards, TEACH's academic bylaws, and its mission as an online academy dedicated to Coptic heritage.

2. Scope

This policy applies to all prospective students who seek admission to TEACH's higher degree programmes and who present prior academic learning, qualifications, or credits obtained from other recognised institutions of higher education.

3. Definitions

- **Transfer Student:** A student who has previously undertaken formal studies at a recognised higher education institution and seeks admission to TEACH with consideration of their prior learning.
- **Waiver:** Formal recognition granted by TEACH that exempts a student from specific course requirements where prior academic achievement demonstrates equivalent learning outcomes.
- **Higher Degrees Board (HDB):** The academic body at TEACH responsible for reviewing and assessing transfer applications and academic records.
- **Board of Directors (BoD):** The governing body that holds final authority for approving enrolment and waiver recommendations.

4. Principles

- 4.1. **Equity and Fairness** – All transfer applicants will be assessed using consistent and transparent criteria.
- 4.2. **Academic Standards** – Waivers and transfer credits will only be granted where prior learning meets the academic standards and learning outcomes of TEACH's programmes.
- 4.3. **Case-by-Case Review** – Each application will be considered individually, ensuring that the integrity of TEACH's qualifications is preserved.
- 4.4. **Quality Assurance** – All decisions will be subject to oversight in line with TEACH's internal quality assurance processes and external benchmarks within British higher education.

5. Eligibility for Transfer Enrolment

5.1. Applicants must first meet the **general admission requirements** for the programme they wish to join at TEACH.

5.2. Only study undertaken at **recognised higher education institutions** (nationally or internationally accredited) will be considered for transfer.

5.3. The following evidence must be provided:

- Official transcripts and degree certificates.
- Syllabi or course descriptions (if requested).
- Evidence of institutional accreditation where necessary (if requested).

6. Waiver Criteria

6.1. Waivers may be granted where prior academic achievement demonstrates that the applicant has satisfactorily completed equivalent **prerequisites or core subjects** required for the TEACH programme.

6.2. A waiver does not reduce the total credit requirement for award of the TEACH qualification, unless formally approved by TEACH.

6.3. Waivers are not automatic and are subject to academic judgment by the Higher Degrees Board.

7. Procedures

7.1. Application Submission

- Applicants submit a transfer request at the point of application for admission, including all supporting documents.

7.2. Preliminary Review

- The Admissions Office verifies completeness of documents and eligibility for programme entry.

7.3. Academic Review

- The Higher Degrees Board evaluates the applicant's transcripts, qualifications, and, where applicable, course syllabi.
- The HDB may consult external examiners or subject specialists if equivalency is uncertain.

7.4. Recommendation and Decision

- The HDB makes a recommendation regarding transfer eligibility and waiver(s).
- The recommendation is submitted to the Board of Directors for final approval.

7.5. Notification

- Applicants are informed in writing of the decision, including details of any waivers granted and any additional requirements.

8. Review

8.1. Applicants who wish to review a decision regarding transfer or waiver must submit a formal written request within **20 working days** of receiving the decision with new supporting documents provided.

8.2. Requests will be reviewed by the Academic Appeals Committee, whose decision shall be final.

9. Responsibilities

- **Admissions Office/Registrar:** Receives applications and ensures documentation is complete.
- **Higher Degrees Board:** Conducts academic evaluation and makes recommendations.
- **Board of Directors:** Approves or rejects transfer and waiver recommendations.

10. Quality Assurance and Review

10.1. This policy will be reviewed on a **three-year cycle** by the Higher Degrees Committee to ensure alignment with British higher education standards.

11. Effective Date

This policy takes effect from the date of approval by the TEACH Board of Directors and supersedes any previous guidance on transfer student enrolment and waivers.

Date Issued: September 2025

Next Review: September 2028