

**INTER AND INTRA - UNIVERSITY TRANSFER POLICY
(IUTP)**

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Inter and Intra – University Transfer Policy

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Inter and Intra – University Transfer Policy

Foreword

Egerton University strives to generate and disseminate significant knowledge and offer exemplary education that contributes to national and global development. The university is guided by its vision of becoming a world class university for the advancement of humanity. It is in pursuant of this that the University, in its Strategic Plan of 2018-2023, endeavours to provide quality higher education and training (Strategic Goal 1), and increase linkages and collaborations (Strategic Goal 5). The Inter and intra University Transfer Policy (IUTP) seek to contribute to these Strategic Goals.

IUTP Policy has been developed to ensure efficient and effective transfer of students to the university and programmes of their choice. It provides guidance on inter and intra -university transfer processes, designation of registration numbers and cohorts for transferring students as well as determination of chargeable fees by transferring students. This policy is further expected to enhance the competitiveness of Egerton University programmes and broaden students' career choices.

IUTP policy highlights the offices responsible and resources required to actualize it. I am delighted that the policy has provided guidance on inter and intra- university transfer, and implore on all the concerned stakeholders to adhere to the provisions of this policy for the realization of its objectives.

Prof Isaac O. Kibwage, PhD, HSC

VICE-CHANCELLOR

Preamble

University education and training in Kenya is steadily growing and introducing new dynamics. Whereas inter and intra-faculty transfers within universities is not a new phenomenon, the current different approaches of funding students' university education require clear regulations and procedures on transfers. Thus, Egerton University has developed this policy in order to ensure efficient implementation of inter and intra - university transfers of students. The Inter and Intra-University Transfer Policy (IUTP) aims to provide an efficient, effective and flexible transfer system at Egerton University for seamless transition from other public universities as well as within programmes in the university.

This policy focuses on Government Sponsored Students (GSS) admitted by Kenya Universities and Colleges Central Placement Services (KUCCPS) who are seeking for inter and intra-university transfer to benefit fully from government fees subsidy. Students eligible for transfer include first year students and continuing students, who have done less fifty (50) percent of the programme loading in their original institution. Continuing students who wish to transfer are subject to credit transfer guidelines of the Commission for University Education (CUE). Students applying to join Egerton University must meet the applicable cut-off points and minimum requirements for the desired programme. First year applicants may retain the same programme they were admitted in or apply to join a new programme. Therefore, this policy aims to ensure smooth transition and progression of transferring students by ensuring that they are assigned registration numbers aligned to their discipline and level of study.

The policy further guides on intra-university transfers, thereby enabling continuing students to transfer within programmes in the university. It enables continuing KUCCPS students admitted at Egerton University to change programmes within specified duration of the programmes in which they were admitted.

The Senate at its 532nd sitting held on 23rd November 2021 noted that there was a need to develop an Egerton University Policy on Inter-University Transfers, and resolved that the Vice-Chancellor appoints a Senate sub-committee to formulate this policy. Consequently, a sub-committee comprising of nine (9) members was appointed on 26th January 2022 to develop the

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Egerton University Policy on Inter-University Transfers. However, the committee found it necessary to in cooperate the office of DR (AA).

The Committee's terms of references were:

- 1) To develop the Egerton University Policy on Inter-University Transfers
- 2) To consider and make recommendations on:
 - a) The registration numbers to be assigned to such students
 - b) The fees to be charged for such transferred but continuing students
- 3) To consider any other issue related to Inter-University Transfers and make recommendations

The Committee made the following general observations:

1. Students transferring to Egerton University from other institutions were assigned registration numbers reflecting the year of transfer instead of the level of study they are in, thereby affecting their unit registration in Academic Record Management System (ARMS), fees payment and clearance for graduation.
2. Continuing students transferring from other universities were charged full fees for the duration of programmes.
3. The university has no intra-university transfer policy.
4. There is no provision for continuing students to transfer within programmes in the university.
5. Continuing KUCCPS students changing programmes within the duration of the programmes for which they were admitted for in the university were losing their status as government sponsored students.

Based on the foregoing observations, the committee amended the ToRs to address the above issues and the title to include intra-university transfer.

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List of Abbreviation

ARMS	-	Academic Record Management System
CUE	-	Commission for University Education
DFO (i/s)	-	Deputy Finance Officer (in-charge of students finance)
DRAA	-	Deputy Registrar, Academic Affairs
DVC AA	-	Deputy Vice Chancellor, Academic Affairs
EGU	-	Egerton University
FO	-	Finance Officer
HELB	-	Higher Education Loans Board
IUTP	-	Inter and intra-University Transfer Policy
KNQA	-	Kenya National Qualifications Authority
KUCCPS	-	Kenya Universities and Colleges Central Placement Service
RAA	-	Registrar, Academic Affairs
UFB	-	Universities' Funding Board
VC	-	Vice Chancellor

Definition of Terms

Cluster Weight: Weighted cluster points are a KCSE examination graduate's computed performance in four subjects required for admission to a given degree programme against that of the best candidates in the particular KCSE examination year.

Cohort: a group of students that enter a program together and remain together throughout its duration.

Credit Transfer: The transference of credit units previously earned in other institution or at EGU at the same level as per the CUE Standards and Guidelines (2014).

Curriculum: An organized programme of study for a given degree or diploma awards.

Cut-off points: The marks (cluster weight) of the last student to join a course in a university after all applicants for the course have been ranked based on their cluster weights.

Inter-University Transfer: The process through which students placed in universities/colleges transfer to other universities/colleges to undertake the same course but change institution or change both course and institution.

Intra-University Transfer: The process of students transferring from one programme to another within Egerton University.

Registration Number: The unique identity number allocated to students upon enrolment to the university that set apart the individual students and their programmes of study.

1 Vision, Mission, philosophy and core values of the institution

1.1 Vision

A world class University for the advancement of humanity.

1.2 Mission

To generate knowledge and offer exemplary education and training to society for national and global development.

1.3 Philosophy

Egerton University innovatively influences human development through generation, acquisition, preservation and dissemination of knowledge and skills in agriculture and related disciplines, guided by the core values.

1.4 Core Values

The University's activities and decisions are guided by the following core values:

- i) National unity and Social fairness;
- ii) Integrity, Transparency and accountability;
- iii) Professionalism;
- iv) Internationalism;
- v) Passion for excellence and devotion to duty;
- vi) Team work
- vii) Passion for environmental conservation and
- viii) Innovativeness and creativity

2 Policy Statement

This policy shall ensure seamless transfer and integration of students in Egerton University.

3 Philosophy of Inter and Intra -University Transfer Policy

Efficient and effective transfer and integration of students for progressive academic excellence.

4 Objectives

The Inter and intra-university transfer policy seeks to:

- i) Guide Inter and Intra-university transfers at Egerton University
- ii) Facilitate seamless transfer processes
- iii) Guide the designation of registration numbers and cohorts for transferring students
- iv) Provide guidelines for chargeable fee by students who are transferring to Egerton University from other institutions.

5 Purpose

To ensure efficient and effective transfer of students to programmes of their choice.

6 Scope of the policy

The policy shall apply to all university students who would wish to transfer to Egerton University from any other university recognized by accreditation bodies. It also applies to Egerton University students who would wish to transfer from one programme to another within the University.

7 Inter and Intra - University transfer Process

7.1: Inter-University Transfer:

- i) First year and continuing students transferring into and out of EGU shall be as per KUCCPS guidelines (www.kuccps.ac.ke)
- ii) Continuing students transferring out of EGU shall be required to clear from the university before their progress report is sent to the university they are transferring to.

7.2: Intra-University Transfer:

- i) Inter-faculty programme transfer for first year students shall be done as per EGU work instruction procedures. (**DOC NO.** EU /AA/WI/02, **DOC NO.:** EU/AA/WI/04).
- ii) Continuing students shall be allowed to transfer from one program to another on request provided that they meet the cut-off points for the requested program for the student's cohort of admission by the KUCCPS.
- iii) The process of student transfer shall be completed within five (5) weeks before the closure of the portal for student registration for the semester.
- iv) A student who joins a programme on transfer shall be allowed credit transfer upto a maximum of forty nine percent (49%) of programme loading as per CUE Regulations (2014)
- v) A transferred student should be referred to report to the dean of students office for orientation

7.3: Clinical programmes

Students of Clinical programmes shall be allowed to transfer only in the preclinical years

8 Designation of registration numbers and cohorts for transferring students

- i) First year students joining EGU from other Institutions shall be assigned registration numbers within the series assigned to the particular year's intake.
- ii) Continuing students joining EGU from other Institutions shall be assigned registration numbers reflecting the level of study at which they are joining EGU.

- iii) Placement of continuing students to cohorts shall be based on the level of study at which they join EGU
- iv) Continuing students transferring from one programme to another shall have the program code in the registration number changed to reflect the new programme provided that the student number and year of study remain unchanged.
- v) Continuing students transferring from one programme to another within the university shall be required to join first year of study of the new programme and seek credit transfer of the relevant units. Credit transfers shall be awarded to such a student in accordance with requirements of the new programme
- vi) Continuing students transferring into and within the university shall be assigned a unique identifier code (T) on the programme code; KT11-Bachelor of Science in Agriculture on Transfer

9 Guidelines for chargeable fee by transferring students.

- i) Continuing students requesting to transfer from one programme to another shall be required to pay application fee as determined by the University Council from time to time.
- ii) The amount of fees to be paid by continuing students joining EGU on transfer shall be based on the level of study at which they are joining.
- iii) Students joining EGU on transfer shall pay applicable administrative charges.
- iv) Students requesting for Credit transfer shall be charged for the credit factors cleared for transfer, at a rate approved by council at time to time
- v) Continuing KUCCPS students originally placed in EGU who choose to transfer from one programme to another at whatever level of the programme of study shall be allowed to utilise their KUCCPs awarded funds for the full period of the study programme for which they were admitted for (four (4), five (5) or six (6) years), beyond which SSP fees shall be charged for the remaining period in excess of the duration of the original programme.

10 Responsibilities

Different officers will be responsible in ensuring execution of the IUTP as follows;

i) Inter - University transfer

The VC, DVC (AA) and R (AA) shall be responsible for the transfer of students as per KUCCPS inter-university transfer guidelines. (www.kuccps.ac.ke)

ii) Intra- University transfer

The VC, DVC (AA) and R (AA), Deans of faculties, Directors of academic programmes and CODs shall be responsible for transfer of students as per the EGU Work Instruction for Programme Transfer 2013 (DOC NO. EU /AA/WI/02)

iii) Students registration and cohort placement

The DVC (AA) and R (AA) shall ensure that provisions 7.0 & 8.0 of this policy is fully implemented.

iv) Chargeable fees

The FO in consultation with the R (AA) shall determine the amount to be paid as per Provision 9.0 of this policy.

v) Credit transfer

The R (AA), Academic Deans and Directors, CODs shall determine the transferrable course units.

11 Related policies and sources of information

The following documents are the main legal instruments and institutional policies used as references when developing this policy:

- Egerton University Statutes (2013).
- Commission for University Education - Standards and Guidelines for University Education (2014).
- The Kenya Universities and Colleges Central Placement Service (KUCCPS), Inter-University Transfer Guidelines (2021/2022).
- Kenya National Qualification Authority (KNQA) Regulations (2018).
- Egerton University Work Instruction for Credit Transfer 2013 (DOC NO.: EU/AA/WI/04)
- University catalogue (2016-2020)

12 Policy Review

This policy is approved for implementation under the authority of

Vice-Chancellor

Date

Chair, University Council

Date

This policy shall be reviewed after every five years or as need arises

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