



Student Transfer Policy

1.0 Policy Statement

London Studio Centre is committed to supporting students and applicants who wish to transfer between programmes/courses and institutions. The definition of transfer at London Studio Centre (LSC) is where a student either transitions between programmes/courses at the same provider, into another programme/course at a different provider or from another programme at a different provider to LSC. They may also need to change their mode of study or in the case of LSC, their pathway.

LSC's programmes/courses provide reflection to encourage students to consider and discuss their future. As such, LSC welcomes conversations about student progression. This policy explains LSC's commitment to supporting applicants and students through transfer processes and the procedures.

2.0 Scope

This policy applies to external students, current students and staff involved in the transfer process at London Studio Centre.

3.0 Legal Requirements

In accordance with the Higher Education and Research Act 2017, Higher Education providers in England are required to publish their policies and procedures on student transfer.

This policy has been reviewed in line with the Equality Act (2010). This act has brought together the areas previously covered in the Sex Discrimination Act (1975), the Race Relations Act (1976) and the Disability Discrimination Act (1995).

4.0 Implementation

4.1 Transfer from LSC to another provider

If a student is considering leaving LSC to join another institution, the student in the first instance are advised to discuss this with the Dean of Studies. Subsequently, they should meet with the Dean of Studies, Registrar and Financial Controller to discuss the academic and financial issues of a possible transfer.

LSC will support the student with the transfer, providing a diploma supplement/transcript showing the credits obtained and modules/units completed during their study at LSC. Whilst an exit award would need to be applied for at the next relevant assessment board, a diploma supplement/transcript of confirmed grades can be provided by LSC on request within two weeks (further ratification from the validating university may be required).

4.2 Transfer into LSC from another provider

LSC welcomes applications from students at other institutions who wish to apply for the programme/course and where applicable transfer credit. LSC abides by the validating university's regulations in terms of the recognition of prior learning and the entry criteria of the relevant programme/course.

Students from another institution can check the Programme Specification of the programme/course they are applying for to be sure they fulfil the entry requirements. If viable the Admissions Manager can be

contacted to discuss a possible application and for guidance about applying. Applications are made online, through the normal application method. The application form gives the opportunity for applicants to provide information about prior learning and a personal statement to explain why they wish to transfer.

Should the applicant have the appropriate entry requirements they will be invited to audition/interview (as appropriate) and if successful offered a place on the programme/course. At this stage they will be required to provide copies of qualifications and a transcript. LSC can liaise directly with the transferring institution if this is the most appropriate route.

Recognition of Prior Learning (RPL) and Credit Transfer

LSC is committed to life-long learning and continuing professional development and recognises that applicants may not have followed a traditional route to studying. To help with this, LSC offer recognition of prior learning, either from previous study or from experiential learning in line with our validating Universities:

- Students studying for a programme validated by Middlesex University can read more [here](#)
- Students studying for a course validated by University for the Creative Arts can read more [here](#)

Where this might apply, the applicant is encouraged to discuss their situation with the Admissions Manager in the first instance, who may refer them to the Dean of Studies for further consultation.

Applicants will be supported through the process of mapping their previous learning and experience to demonstrate the learning outcomes of the claim.

In some cases, applicants may be offered a place on the programme/course with a condition of completing bridging work. This provides LSC and the validating university the confidence the applicant is academically capable of completing the qualification.

4.3 Transfers between programmes/courses within LSC

4.3.1 Application to change programmes/courses at LSC

Current students wishing to transfer course should in the first instance discuss the request with the Dean of Studies, any request will be based on progress the student is making with the current programme/course. Should they decide they wish to apply to transfer they should submit a request to change to the Registrar. Students should be aware that changing programme/course at LSC may also mean changing validating university, any implications of this will be discussed with them by the Dean of Studies and Registrar.

The request must be approved by the Admissions Review Board. If approved, the student would transition to the new programme/course with the credit gained from their current programme/course and at the earliest opportunity. If the request is denied, the reason for the refusal will be explained to the student; if a further opportunity to apply to change at a later date is available this will be explained.

4.3.2 Change of Pathway (Practical programmes only)

LSC is committed to ensuring students can achieve their potential when studying with us, and as part of this there is a process for students to change their chosen pathway. Students should refer to the Change of Pathway procedure and note the application deadlines.

The application, which will provide evidence of their ability to meet the requirements of the pathway to which they wish to change, will be reviewed by the Dean of Studies in consultation with the relevant academic faculty, including Heads of Departments and Artistic Directors.

If the request is approved, the student would transition to the new pathway at the earliest opportunity (usually the start of the next term). If the request is denied, the reason for the refusal will be explained to the student; if a further opportunity to apply to change at a later date is available this will be explained.

4.3.3 Change of Mode of Study

Where a programme/course has more than one mode of study, students can apply to change their mode. They should apply directly to the Registrar who will be able to provide them guidance about any financial implications this may have. They will also update their student record and notify the appropriate staff and the validating university.

4.3.4 Transferring when studying on a Student Visa

Transferring programme/course could affect students on a student visa. LSC will report any student who has left the institution or changed programme/course to UKVI. Students may need to apply for a new student visa before starting a new programme/course, for some transfers the student may be required to apply in their home country.

5.0 Student Protection Plan

LSC has a Student Protection Plan in place to provide guidance to students about what would happen should their programme/course cease and the procedures for either teach out or transfer to another institution. This is available on LSC's website and Learning Management System (DIVA).

6.0 Responsibilities

Final responsibility for the maintenance of the Student Transfer Policy rests with the Director of London Studio Centre.

7.0 Monitoring and Evaluation

This policy is reviewed annually at the Senior Management Group to ensure it is line with any changes made to legislation and LSC procedure. Additionally, its effectiveness will be reviewed to ensure it remains fit for purpose.

8.0 Related Policies and Documents

This policy is supported by the following policies and procedures:

[Middlesex University Regulations](#)

[University for the Creative Arts Regulations](#)

Programme Specification – see Programme/Course webpages on www.londonstudiocentre.org

Access and Participation Policy

Data Protection Policy

Disability Policy

Equality, Diversity, and Inclusion Policy

Quality Assurance and Enhancement Manual

Student Protection Plan

Student Welfare Policy

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