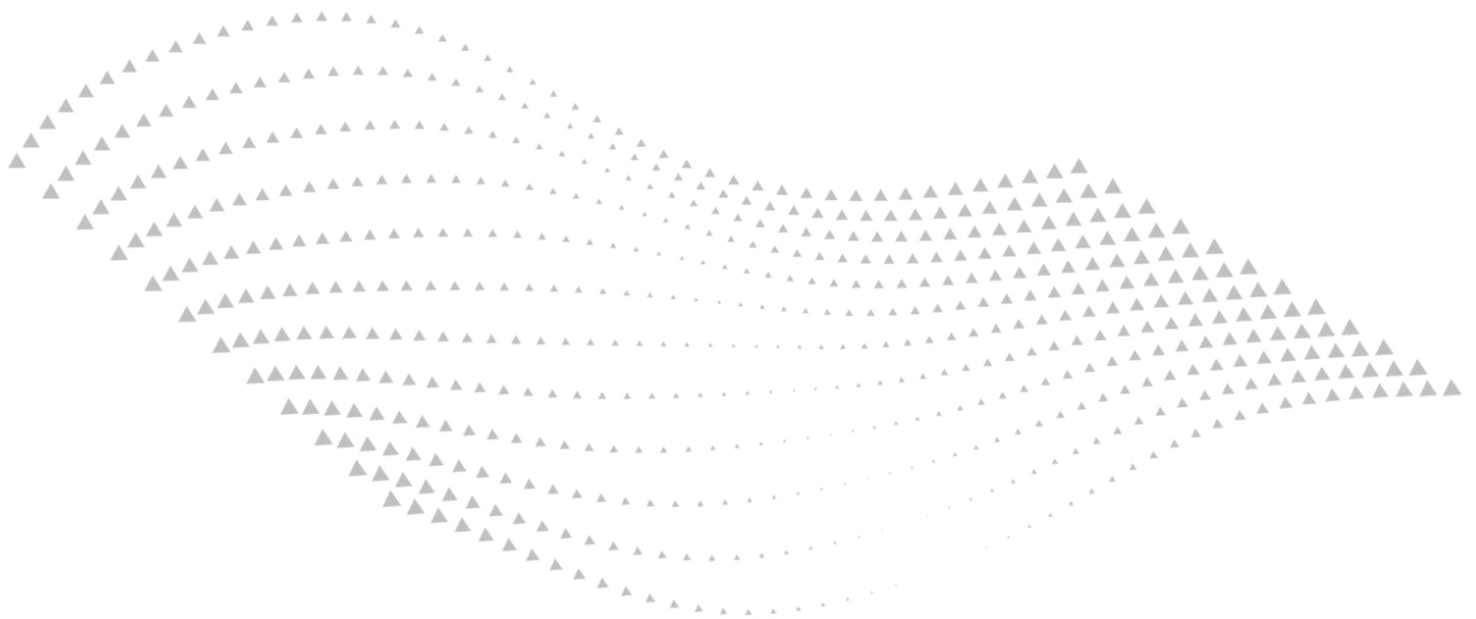


# Higher Education Course Transfer Policy & Procedure



Last approved: May 2024

Approved by: Academic Board

Next review due: May 2028



## Introduction

This Policy & Procedure applies to all students currently registered on a course leading to a BIMM University Award, either within the University or at a franchise partner.

The University is committed to supporting you to fulfil your creative potential, to succeed on your course and to have a positive learning experience. Being on the right course is an important aspect of wellbeing and the student experience. If you are considering requesting a transfer, we recommend that you meet with your current Course Leader to discuss this, as there may be other factors affecting your engagement or enjoyment of the course. Additional services at the University are available to help you with any other difficulties impacting on your studies, and you may wish to discuss these with your Course Leader or Wellbeing Advisor to identify the options available.

You may request to change from the course on which you are currently enrolled to another course offered by the University, but the submission of such a request does not guarantee a transfer will be granted. You are asked to note the following basic principles:

- Meeting the normal course admission requirements applies to all transfers.
- Compliance with Permitted Course Transfer Routes as outlined below usually applies to all transfers.
- The availability of places on the 'new' course applies to all transfers.
- You may be required to undertake additional 'bridging' assessments or audition to fulfil subject knowledge requirements, as outlined below.
- International students must check the visa requirements for the 'new' course before applying.
- Course transfers are not permitted beyond Year 2, Semester 1.

## Year 1 (Level 4) Course Changes

If you wish to change course at the start of Year 1, you should inform your Wellbeing Advisor no later than the end of Semester 1, Week 2. You will then be referred to the Admissions Team, as you may need to be reassessed to determine your appropriateness for the new course.

## Year 2 (Level 5) Course Transfers

Course transfer requests for Year 2 should be submitted before the end of Year 1. Late requests are permitted by exception up until 1st August prior to the start of Year 2 but run the risk of places no longer being available on the new course. Year 2 transfers are only possible where specified in the Permitted Course Transfer Routes table below, subject to applicants having met the requirements to progress to the next year of study.

## International Students

If you require a Student Visa to study at the University, there may be implications if you transfer course. Therefore, you must seek advice from your Wellbeing Advisor and the International Admissions & Compliance Team to confirm your eligibility. Should a course transfer mean that you will require more time to complete your studies than remains on your current visa, you may be required to return home to apply for a renewal. If you are an international student, you must also check English Language requirements for any new course, as they may be at a higher level than your current course. If so, you may be unable to apply for a transfer.

## Transfers & Student Finance

If you receive student funding, a course transfer may have implications for your student loan/fees, so it is recommended that you request guidance in this regard from your Wellbeing Advisor.

## **Permitted Course Transfer Route**

**Please note that the table below represents standard transfer routes. Additional transfer routes may be considered by the Provost on receipt of a strong rationale.**

<b>Permitted Course Transfer Routes for Single Honours Courses</b>	
<b>BA Acting for Stage, Screen and Digital Media</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Musical Theatre &amp; Dance</li> </ul>
<b>BA Electronic Music Production</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Music and Sound Production</li> <li>• Music Production (Germany only)</li> <li>• Joint Honours courses with Music Production</li> </ul>
<b>BA Event Management</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Joint Honours courses with Event Management</li> </ul>
<b>BA Film and Business Production</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Filmmaking</li> </ul>
<b>BA Filmmaking</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Film and Business Production</li> </ul>
<b>BA Hair and Make-Up for Screen and Film</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Production Design for Screen and Film</li> </ul>
<b>BA Music Business</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Joint Honours courses with Music Business</li> </ul>
<b>BA Music Marketing, Media &amp; Communication</b>	Transfers from other courses not permitted
<b>BA Music and Sound Production</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Electronic Music Production</li> <li>• Music Production (Germany only)</li> <li>• Joint Honours courses with Music Production</li> </ul>
<b>BA Music Production</b> (Germany only)	Transfers permitted from: <ul style="list-style-type: none"> <li>• Electronic Music Production</li> <li>• Music and Sound Production</li> <li>• Joint Honours courses with Music Production</li> </ul>
<b>BA Musical Theatre &amp; Dance</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Acting for Stage, Screen and Digital Media</li> </ul>
<b>BA Performing Arts</b>	Transfers from other courses not permitted without successful audition
<b>BA Production Design for Screen and Film</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• BA Hair and Make-Up for Screen and Film</li> </ul>
<b>BMus Popular Music Performance</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Songwriting</li> <li>• Joint Honours courses with Popular Music Performance</li> </ul> <p><i>BMus Popular Music Performance students wishing to remain on their course but change instrument will be auditioned according to their intended instrumental discipline.</i></p>

<b>BMus Songwriting</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Popular Music Performance</li> <li>• Joint Honours courses with Songwriting</li> </ul>
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Permitted routes for Joint Honours Courses	
<b>BA Music Business &amp; Event Management</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Event Management</li> <li>• Music Business</li> <li>• Joint Honours courses with either Music Business or Event Management</li> </ul>
<b>BA Music Production &amp; Music Business</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Electronic Music Production</li> <li>• Music Business</li> <li>• Music and Sound Production</li> <li>• Music Production (Germany only)</li> <li>• Joint Honours courses with either Music Production or Music Business</li> </ul>
<b>BA Popular Music Performance &amp; Event Management</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Event Management</li> <li>• Popular Music Performance</li> <li>• Joint Honours courses with either Popular Music Performance or Event Management</li> </ul>
<b>BA Popular Music Performance &amp; Music Business</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Music Business</li> <li>• Popular Music Performance</li> <li>• Joint Honours courses with either Popular Music Performance or Music Business</li> </ul>
<b>BA Popular Music Performance &amp; Music Production</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Electronic Music Production</li> <li>• Music and Sound Production</li> <li>• Music Production (Germany only)</li> <li>• Popular Music Performance</li> <li>• Joint Honours courses with either Popular Music Performance or Music Production</li> </ul>
<b>BA Songwriting &amp; Music Business</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Music Business</li> <li>• Songwriting</li> <li>• Joint Honours courses with either Songwriting or Music Business</li> </ul>
<b>BA Songwriting &amp; Music Production</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Electronic Music Production</li> <li>• Music and Sound Production</li> <li>• Music Production (Germany only)</li> <li>• Songwriting</li> <li>• Joint Honours courses with either Songwriting or Music Production</li> </ul>
<b>BMus Popular Music Performance &amp; Songwriting</b>	Transfers permitted from: <ul style="list-style-type: none"> <li>• Popular Music Performance</li> <li>• Songwriting</li> <li>• Joint Honours courses with either Popular Music Performance or Songwriting</li> </ul>

## **What to do next**

If you wish to transfer to a different course, and your desired transfer route is listed in the tables above, you should contact your Wellbeing Advisor, who will direct you to an online application form. If your desired transfer route is not listed in the table above, your Wellbeing Advisor will refer you to your current Course Leader for advice. All correspondence regarding your transfer will be sent to your student email address, so ensure you check this regularly.

You may be contacted regarding an assessment/interview for a place on the new course and/or additional 'bridging' requirements that you may need to complete in order to demonstrate competence in subject areas that were not covered in your current course (see below). It is important that you do not miss any interviews or assessments and that you have taken time to research the course and the reasons why you want to be considered for transfer.

## **All Course Transfers:**

All course transfer requests should be submitted as early as possible. The University aims to conclude all such requests in advance of the start of Year 2 to enable you to join your new course from Week 1, although much earlier consideration is preferable. You are asked to be patient until a decision is made.

The decision on your transfer request will be sent via email. If your request has been approved, you will be advised by the new Course Administrator on what to do next. If places are not available on your desired course, this will also be communicated to you by email and your Wellbeing Advisor will be available to discuss your options further.

If your transfer is not approved, you may wish to discuss your options with your current Course Leader, Wellbeing Advisor or your Head of School.

## **Course Transfers and Academic Regulations:**

If you are required to complete bridging assessments as part of your course transfer application:

- You will be advised of the submission method and deadline when your request is processed.
- Late submissions will not be permitted and, should you fail, you will not be entitled to a retrieval.

If you transfer courses between Year 1 and Year 2:

- You will be required to complete any retrievals due for modules on your 'old' course.
- Should you fail a module on your 'old' course, you may be offered the option to Progress with Trailed Credit, in which case you will be required to take the option offered to retrieve credit for that module in the next academic year.
- Should you fail to meet the requirements to progress, you may be offered a Repeat Year, in which case you will be required to enrol on all Level 4 modules on your 'new' course that you have not already passed, including any common or shared modules.

## Requirements for Permitted Course Transfer Routes

*Please note, marks achieved for bridging assessments will only be used for the purposes of making a decision on the course transfer request and will not be recorded on a student's academic transcript.*

**The table below represents standard transfer routes. Additional transfer routes may be considered by the Provost on receipt of a strong rationale and where Course Learning Outcomes can be aligned.**

Transfers at Year 2 (Level 5)	
<b>BA Electronic Music Production</b>	<ul style="list-style-type: none"> <li>From single honours Music and Sound Production: attend an interview.</li> <li>From single honours Music Production: attend an interview.</li> <li>From joint honours Music Production &amp; Music Business: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>
<b>BA Event Management</b>	<ul style="list-style-type: none"> <li>From joint honours Music Business &amp; Event Management: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Event Management: attend an interview.</li> </ul>
<b>BA Music Business</b>	<ul style="list-style-type: none"> <li>From joint honours Music Business &amp; Event Management: attend an interview.</li> <li>From joint honours Music Production &amp; Music Business: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Business: attend an interview.</li> </ul>
<b>BA Music and Sound Production</b>	<ul style="list-style-type: none"> <li>From single honours Electronic Music Production: attend an interview.</li> <li>From single honours Music Production: attend an interview.</li> <li>From joint honours Music Production &amp; Music Business: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>
<b>BA Music Production</b> (Germany only)	<ul style="list-style-type: none"> <li>From single honours Electronic Music Production: attend an interview.</li> <li>From single honours Music and Sound Production: attend an interview.</li> <li>From joint honours Music Production &amp; Music Business: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>
<b>BMus Popular Music Performance</b>	<ul style="list-style-type: none"> <li>From single honours Songwriting: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Event Management: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> </ul>
<b>BMus Songwriting</b>	<ul style="list-style-type: none"> <li>From single honours Popular Music Performance: pass <b>Styles &amp; Genres A1</b> and attend an interview.</li> <li>From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Business: attend an interview.</li> <li>From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>

<b>BA Music Business &amp; Event Management</b>	<ul style="list-style-type: none"> <li>• From single honours Event Management: attend an interview.</li> <li>• From single honours Music Business: attend an interview.</li> <li>• From joint honours Music Production &amp; Music Business: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Event Management: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Business: attend an interview.</li> </ul>
<b>BA Music Production &amp; Music Business</b>	<ul style="list-style-type: none"> <li>• From single honours Electronic Music Production: attend an interview.</li> <li>• From single honours Music and Sound Production: attend an interview.</li> <li>• From single honours Music Business: attend an interview.</li> <li>• From single honours Music Production: attend an interview.</li> <li>• From joint honours Music Business &amp; Event Management: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Business: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>
<b>BA Popular Music Performance &amp; Event Management</b>	<ul style="list-style-type: none"> <li>• From single honours Event Management: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From single honours Popular Music Performance: attend an interview.</li> <li>• From joint honours Music Business &amp; Event Management: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> </ul>
<b>BA Popular Music Performance &amp; Music Business</b>	<ul style="list-style-type: none"> <li>• From single honours Music Business: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From single honours Popular Music Performance: attend an interview.</li> <li>• From joint honours Music Business &amp; Event Management: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From joint honours Music Production &amp; Music Business: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Event Management: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Production: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Business: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> </ul>
<b>BA Popular Music Performance &amp; Music Production</b>	<ul style="list-style-type: none"> <li>• From single honours Electronic Music Production: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From single honours Music and Sound Production: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From single honours Music Production: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From single honours Popular Music Performance: attend an interview.</li> <li>• From joint honours Music Production &amp; Music Business: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Event Management: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Production: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> </ul>



<b>BA Songwriting &amp; Music Business</b>	<ul style="list-style-type: none"> <li>• From single honours Music Business: perform an original song at interview.</li> <li>• From single honours Songwriting: attend an interview.</li> <li>• From joint honours Music Business &amp; Event Management: perform an original song at interview.</li> <li>• From joint honours Music Production &amp; Music Business: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Production: attend an interview.</li> </ul>
<b>BA Songwriting &amp; Music Production</b>	<ul style="list-style-type: none"> <li>• From single honours Electronic Music Production: perform an original song at interview.</li> <li>• From single honours Music and Sound Production: perform an original song at interview.</li> <li>• From single honours Songwriting: attend an interview.</li> <li>• From joint honours Music Production &amp; Music Business: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Production: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Songwriting: attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Business: attend an interview.</li> </ul>
<b>BMus Popular Music Performance &amp; Songwriting</b>	<ul style="list-style-type: none"> <li>• From single honours Popular Music Performance: attend an interview.</li> <li>• From single honours Songwriting: attend an interview.</li> <li>• From joint honours Popular Music Performance &amp; Event Management: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Business: perform an original song at interview.</li> <li>• From joint honours Popular Music Performance &amp; Music Production: perform an original song at interview.</li> <li>• From joint honours Songwriting &amp; Music Business: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> <li>• From joint honours Songwriting &amp; Music Production: pass <b>Core Instrument Skills A1</b> and attend an interview.</li> </ul>
<b>BA Film and Business Production</b>	<ul style="list-style-type: none"> <li>• From single honours Filmmaking: attend an Interview</li> </ul>
<b>BA Hair and Make-Up for Screen and Film</b>	<ul style="list-style-type: none"> <li>• From single honours Production Design for Screen and Film: attend an Interview.</li> </ul>
<b>BA Filmmaking</b>	<ul style="list-style-type: none"> <li>• From single honours Film and Business Production: attend an Interview</li> </ul>
<b>BA Production Design for Screen and Film</b>	<ul style="list-style-type: none"> <li>• From single honours Hair and Make-Up for Screen and Film: attend an Interview.</li> </ul>
<b>BA Acting for Stage, Screen and Digital Media</b>	<ul style="list-style-type: none"> <li>• From single honours Musical Theatre &amp; Dance: attend an audition.</li> </ul>
<b>BA Musical Theatre &amp; Dance</b>	<ul style="list-style-type: none"> <li>• From single honours Acting for Stage, Screen and Digital Media: attend an audition.</li> </ul>

### **Additional Requirements:**

In addition to the conditions set out above, engagement with any reading, practice requirements and/or bridging assessments identified at interview may also be necessary.