BIMM UNIVERSITY | A university for the creative industries

HE Campus Transfer Policy & Procedure

Last approved:	May 2024
Approved by:	Academic Board
Next review due:	May 2028

Scope

This Policy and Procedure applies to all students currently enrolled on an Undergraduate or Postgraduate degree course at BIMM University.

BIMM University is committed to supporting students to fulfil their creative potential, to succeed on their course and to have a positive learning experience. Studying in the right location Is an important aspect of wellbeing and the student experience.

Basic Principles

Students may request to transfer from the campus in which they are currently enrolled to another of BIMM University's campuses, but are asked to note the following principles:

- Campus transfers are only permitted between years of study and not in year, so students must complete a whole year of study in one campus before they can apply to transfer to another.
- Campus transfers are only possible where the same course is delivered, and is at the same stage of delivery, in the destination campus.
- All Campus transfers are subject to the availability of places in the destination campus, and as places are easier to secure before timetables are finalised, applications should be submitted as early as possible and no later than the last week of August.
- This policy only applies to transfers to the same course in the destination campus; where students wish to change course, they should refer to the HE Internal Course Transfer Policy, noting the different deadlines in place for course transfers.

Option Modules

It is important to note that not all option modules may be available in all campuses, as they are dependent on factors such as sufficient interest from students and the availability of specialist staff or module-specific resources. Therefore, students may be required to choose new option modules if they transfer campus, and their preferred option is not available.

Students who transfer for a repeat of year may also be required to choose a new option module if their previously chosen module is not delivered in their new campus. In keeping with our Academic Regulations, where a student changes to a different option module for a repeat of year, it will still be treated as a repeat attempt.

Students must include details of option module choices on their application form, as campus teams will be unable to make decisions on applications without this information. Students should take the time to research the options available on their course before completing the form. Course Leaders will be available to advise should this be required.

Fees

Where a student is in receipt of funding, a transfer to one of the University's campuses in a

different country may have implications of the availability of such funding, so advice must be sought from the relevant funding body before requesting a transfer.

For example, students in UK campuses who are currently in receipt of funding from Student Finance England (Home students) or Student Finance Services (EU Domiciled students) may not be eligible for funding should they transfer to a non-UK campus.

Student Visa Requirements

If a student requires a Student Visa to study in their current location, transferring to a different campus may have immigration implications for them. Similarly, transferring to a campus in another country may require a Student Visa where this was not previously necessary. All transferring students are responsible for ensuring they secure immigration permission that gives them the right to study in their destination campus.

Students seeking to transfer to one of our UK campuses should therefore seek advice from the Immigration and Compliance Team. Students seeking to transfer to a college in Ireland or Germany should also contact the Immigration and Compliance Team, and the relevant Admissions Team for further advice and guidance.

Additional Information is available via the links below:

Germany - Student Visa Information - BIMM University Berlin (bimm-institute.de)
Ireland- Information For International Students | BIMM Music Institute
UK- Student visa information - BIMM Music Institute

Length of Transfer

All campus transfers will be treated as permanent, but students can transfer between each year of study should they so wish, including returning to a campus from which they previously transferred.

Process

Students wishing to transfer for their next year of study should start by checking the availability of places in their destination campus, the fees applicable and any implications for funding. If they wish to proceed after doing so, they should request the Campus Transfer Application Form from either the Wellbeing or Academic Administration Teams.

Applicants will be referred to the Academic Administration Team in the destination campus, who will contact the student directly should they have any queries and will aim to inform them of the outcome of their application within ten working days of receipt.