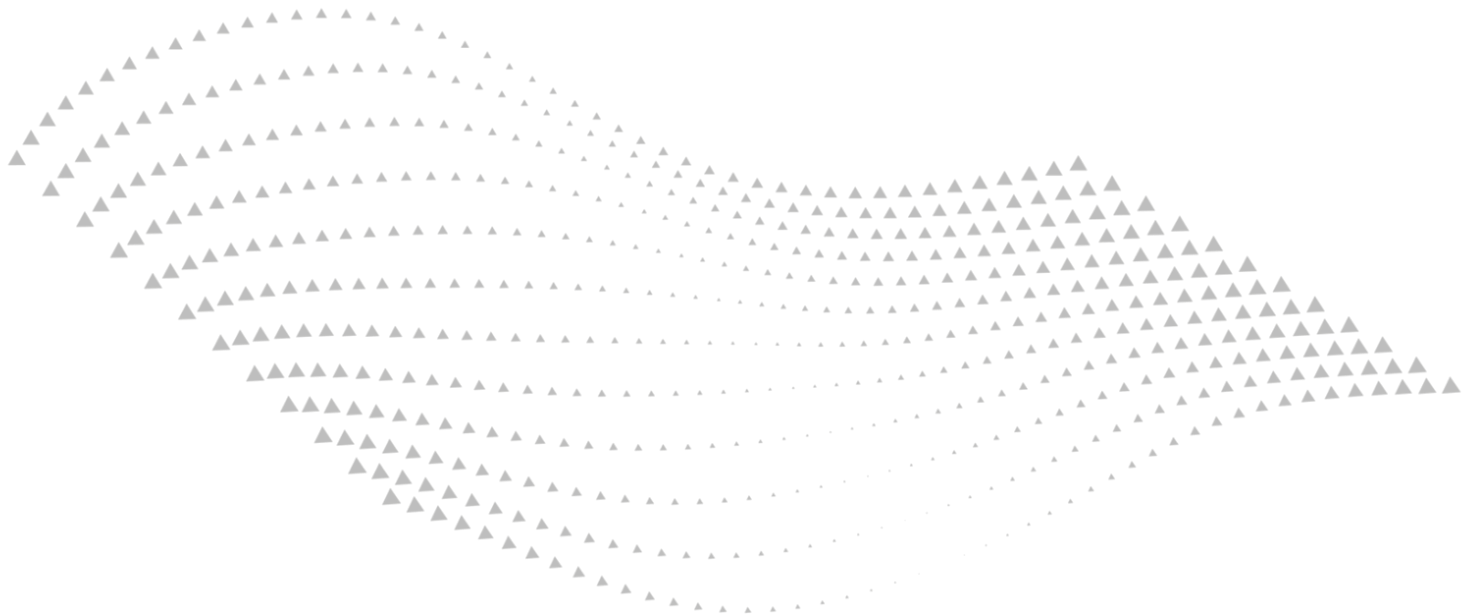


HE Campus Transfer Policy & Procedure



Last approved: March 2021

Approved by: Academic Board

Next review due: March 2025

Scope

This Policy & 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 college in which they are currently enrolled to another of BIMM University's campuses, but are asked to note the following basic 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 college 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 college – please refer to the Undergraduate Course Delivery Locations table at the end of this document.
- All Campus transfers are subject to the availability of places in the destination college and, as places are easier to secure before timetables are finalised, applications should be submitted as early as possible and no later than 15th August.
- This Policy only applies to transfers to the same course in the destination campus; where students wish to change courses, they should refer to the [HE Internal Course Transfer Policy & Procedure](#), 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 options are not available.

This also applies to students who transfer for a Repeat Year and, in keeping with our Academic Regulations, where a student changes to a different option module for a Repeat 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, so they should take the time to research the options available on their course before completing the form.

Fees

In all cases where a student transfers campus, they will be required to pay the fees in place in the destination campus. Full details of applicable fees are available via the links below:

Germany – <https://www.bimm-institute.de/fees-finance/>

Ireland – <https://www.bimm.ie/fees-finance/>

UK – <https://www.bimm.ac.uk/fees-finance/>

Funding

Where a student is in receipt of funding, a transfer to one of our campuses in a different country may have implications for the availability of such funding, so advice must be sought from the relevant funding body before requesting such 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) will 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 an 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 & Compliance Team. Students seeking to transfer to a college in Ireland or Germany should contact the relevant Admissions Team for their destination college for further advice and guidance.

Additional information is available via the links below:

Germany – <https://www.bimm-institute.de/international/visa-information/>

Ireland – <https://www.bimm.ie/international/>

UK – <https://www.bimm.ac.uk/international/visa-information/>

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 their course in the destination campus, the fees applicable and any implications for funding. If they wish to proceed after doing so, they should request a Campus Transfer Application Form from their Student Support Advisor, which should be completed and submitted no later than 15th August.

Applications will be referred to the Student Support Team in the destination college, 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.