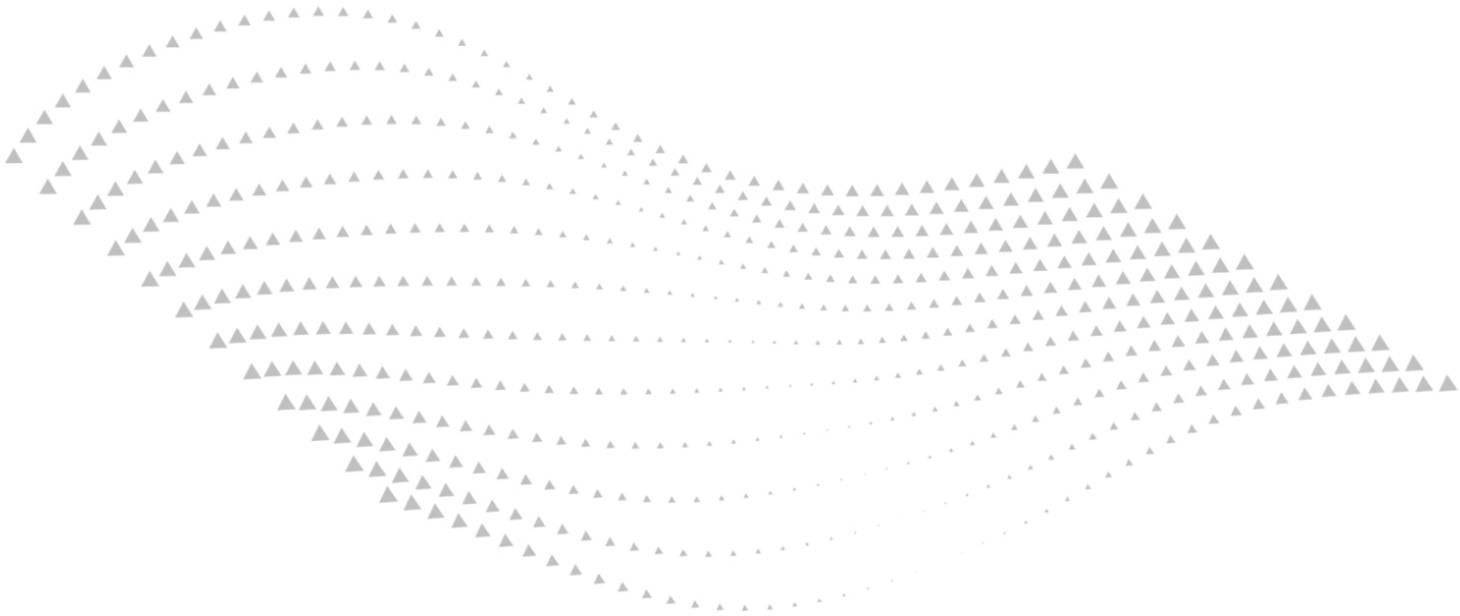
BIMM INSTITUTE

INSTITUTE FOR CONTEMPORARY THEATRE

Higher Education
Validated Course Transfer Policy & Procedure



Last approved:	December 2020
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Scope

This procedure applies to all students currently enrolled on a University of Sussex validated degree course at BIMM Institute or the Institute of Contemporary Theatre (collectively referred to as "the Institute").

The Institute 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, the Institute recommends that you meet with your current Course Leader to discuss the reasons for wanting to transfer, as there may be other factors affecting your engagement or enjoyment of the course. Additional services at the Institute are also available to help you with any other difficulties impacting on your studies, and you may wish to discuss these with your Course Leader or Student Support 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 Institute, 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 on the next page applies to Year 2 transfers;
- The availability of places on the 'new' course applies to all transfers;
- The possibility of being required to undertake additional 'bridging' assessments to fulfil subject knowledge requirements;
- International students must check the visa requirements for the 'new' course before applying.

Year 1/Level 4 Transfers between University of Sussex validated courses

Course transfer requests in Year 1 should be submitted to your Student Support Advisor prior to the end of 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 Transfers between University of Sussex validated courses

Course transfer requests for Year 2 should be submitted before the end of Year 1. Late requests are permitted by exception up until the end of Year 2, Week 2, but these will run the risk of places no longer being available on the new course. Year 2 Transfers are possible only where specified in the Permitted Course Transfer Routes table below, subject to having achieved 120 credits and progressed to the next year of study.

Year 3/Level 6 Transfers between University of Sussex validated courses

Direct entry to the final year of University of Sussex-validated courses is not permitted.

All Transfers from University of Sussex validated courses to BIMM courses

Requests for transfers from University of Sussex validated courses to BIMM courses beyond the end of Year 1, Week 2 may require an application for Recognition of Prior Learning (RPL). The Institute's RPL Policy & Procedure is available here, and further guidance on the process is available from the Admissions Team.

International Students

If you're an international student on a Student Visa, there may be visa implications if you change courses. Therefore, you must seek advice from your Student Support 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 remain on your current visa, you will not be allowed to renew your visa in the UK and, if the transfer is agreed, you will be required to return home to apply for a renewal.

International students must also check English Language requirements for a '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're a student in receipt of funding, a transfer may have implications for your student loan/fees, so it is recommended that you request guidance in this regard from your Student Support Advisor.

Permitted Undergraduate Course Transfer Routes

	Year 1 / Level 4	Year 2 / Level 5	Year 3 / Level 6
BA Event Management	Transfer requests permitted prior to end of Week 2	Only transfers from BA Music Business permitted[1]	Direct entry to Year 3 not permitted
BA Music Business	Transfer requests permitted prior to end of Week 2	Only transfers from BA Event Management permitted[2]	Direct entry to Year 3 not permitted
BA Music Journalism	Transfer requests permitted prior to end of Week 2	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
BA Music Production	Transfer requests permitted prior to end of Week 2	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
BA Performing Arts	Transfer requests permitted prior to end of Week 2	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
BA Professional Musicianship	Transfer requests permitted prior to end of Week 2	Only transfers from BA Songwriting[3] and BMus Popular Music Performance permitted[4]	Direct entry to Year 3 not permitted
BA Songwriting	Transfer requests permitted prior to end of Week 2	Only transfers from BA Professional Musicianship permitted[5]	Direct entry to Year 3 not permitted

BMus Popular Music Performance	Transfer requests permitted prior to end of Week 2	Only transfers from BA Professional Musicianship permitted[6]	Direct entry to Year 3 not permitted

Additional Notes on Permitted Year 2/Level 5 Transfers

[1]**BA Music Business students wishing to transfer to BA Event Management** will be required to pass the re-sit mode assessments for **EM403** and **EM404** to meet the course Learning Outcomes required for progression. Please note, the marks achieved will only be used for the purposes of making a decision on the course transfer request and will not be recorded on the candidate's academic transcript.

[2]**BA Event Management students wishing to transfer to BA Music Business** will be required to pass the re-sit mode assessments for **MB401** and **MB409** to meet the course Learning Outcomes required for progression. Please note, the marks achieved will only be used for the purposes of making a decision on the course transfer request and will not be recorded on the candidate's academic transcript.

[3]**BA Songwriting students wishing to transfer to BA Professional Musicianship** will be auditioned according to their intended instrumental discipline.

[4]**BMus Popular Music Performance students wishing to transfer to BA Professional Musicianship** will be required to pass the re-sit mode assessment for Artist Development & Entrepreneurship (PM401) to meet the course Learning Outcomes required for progression. Please note, the marks achieved will only be used for the purposes of making a decision on the course transfer request and will not be recorded on the candidate's academic transcript.

[5]**BA Professional Musicianship students wishing to transfer to BA Songwriting** will be required to provide evidence of compositional ability by submitting a portfolio of 3 original songs.

[6]**BA Professional Musicianship students wishing to transfer to BMus Popular Music Performance** will be required to pass the instrument-specific sight-reading assessment from Ensemble Skills 1 (PP403), submit a portfolio evidencing their Music Technology experience and undergo a review of their technical performance ability. Please note, the marks achieved will only be used for the purposes of making a decision on the course transfer request and will not be recorded on the candidate's academic transcript.

BA Professional Musicianship or BMus Popular Music Performance students wishing to remain on their course but change instrument will be auditioned according to their intended instrumental discipline. However, as with all transfers, such changes will not be possible beyond the start of Level 5.

Postgraduate Transfers

Any postgraduate course transfer queries should be submitted directly to your Course Leader.

What to do next

Once you are assured that you have fulfilled the admission requirements for the new course and decided that transferring to that course is your preferred option, you should contact your Student Support Advisor, who will provide you with a copy of the form required.

If you are in Year 1 and wish to transfer before the end of Week 2, you will be referred to the Admissions Team.

All correspondence regarding your transfer will be sent to your student email address, so ensure you check it regularly.

You may be contacted regarding an assessment/interview for a place on the new course, subject to the availability of places. It is important that you do not miss this appointment and have taken time to research the course and the reasons why you want to be considered.

Transfer requests will be processed as quickly as possible and the Institute aims to conclude the process before the end of Week 2 so that you can start on the new course no later than that start of Week 3. You are asked to be patient and continue to attend timetabled classes on your current course, maintain your level of study and successfully complete any assessments currently being studied where applicable until a decision is made.

The decision on your transfer 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 Student Support Advisor will be available to discuss your options further with you.

If your transfer is not approved, you may wish to discuss your options with your current Course Leader, Student Support Advisor or your College's Head of Education.