

Section 36: BIMM Institute Study Exchange Scheme

1. Overview

This document outlines the process by which students studying on a BIMM course validated by the University of Sussex may transfer between colleges.

2. Eligibility

2.1. To be eligible for the BIMM Study Exchange scheme, a student must:

- Be enrolled on level 4 of a course validated by the University of Sussex;
- Have class attendance at or around 70%, or demonstrate appropriate mitigating reasons why this threshold was not met;
- Have returned the required BIMM Study Exchange Application Form before the published deadline;
- Have achieved 120 credits at Level 4 by the end of the academic year in which they are applying;
- Demonstrate that they have consulted with a Student Services team for suitable orientation to their destination college.

2.2. Students must transfer to the same course in the destination college that they are currently studying.

3. Selection process

3.1. If the number of qualifying applicants exceeds the number of places available at a college, then places will be offered on a first come, first served basis. Remaining applicants may opt to be put on a waiting list or select a different 'host' college.

3.2. Students will receive written confirmation of the outcome of their application within one month of the submission deadline, which will be subject to achieving 120 credits by the end of the academic year.

4. Length of exchange

4.1. An exchange lasts for a maximum of one academic year (Level 5), at the end of which students will be contacted for a decision on whether to stay at the 'host' college or to return to their original college. If a student decides that they wish to remain at the 'host' college, they will be formally transferred there.

5. Accessibility

5.1. Each year BIMM Institute will publish:

- The deadline for applying and address to which it should be submitted.
- Information on each of the colleges involved in the scheme. Including, clearly being able to explain the process moving from a UK college to a non-UK college, and visa-versa, may affect funding, fees, living costs and applicable laws.

- The number of places available on each course at each college.
 - Optional modules available on each course if they differ between colleges.
 - Any access restrictions that apply at any college site.
- 5.2. This information shall be circulated via student email and/or posted on the College Homepage on Moodle, from where application forms will also be available.