

## **Section 45: BIMM Institute Internal Validated HE Course Transfer Procedure**

**This procedure applies to BIMM Institute students currently enrolled on a University of Sussex validated degree course.**

BIMM 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 BIMM student experience.

If you are considering requesting a transfer, BIMM 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;
- International students must check the visa requirements for the 'new' course before applying.

### **Year 1/Level 4 Transfers**

Prior to the close of enrolments at the end of Week 2, any requests to change course should be submitted to your Student Support Advisor, who will refer you to the Admissions Team, as you may need to be reassessed to determine your appropriateness for the new course.

### **Year 2/Level 5 Transfers**

Transfer requests for the next academic year should be submitted before the end of the current academic year. Requests are permitted by exception up until the close of enrolments at the end of Week 2 of the subsequent academic year, but these will run the risk of places no longer being available on the new course. Year 2 Transfers are possible 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**

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

### **International Students**

If you're an international student holding a Tier 4 Visa, there may be visa implications if you change courses. Therefore, you must seek advice from your Student Support Advisor and speak to the International Admissions & Compliance Team to confirm your eligibility, especially if a transfer may result in a further year of study. Should you 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 the English Language requirements for a ‘new’ course, as they may be at a higher level than your current course. If this is the case, you may be unable to apply for a transfer.

## Transfers & Student Finance

If you’re a Home/EU student, 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
<b>BA Event Management</b>	Transfer requests permitted prior to Week 2 close of enrolments	Only transfers from BA Music Business permitted <sup>1</sup>	Direct entry to Year 3 not permitted
<b>BA Music Business</b>	Transfer requests permitted prior to Week 2 close of enrolments	Only transfers from BA Event Management permitted <sup>2</sup>	Direct entry to Year 3 not permitted
<b>BA Music Journalism</b>	Transfer requests permitted prior to Week 2 close of enrolments	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
<b>BA Music Production</b>	Transfer requests permitted prior to Week 2 close of enrolments	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
<b>BA Performing Arts</b>	Transfer requests permitted prior to Week 2 close of enrolments	Transfers from other courses not permitted	Direct entry to Year 3 not permitted
<b>BA Professional Musicianship</b>	Transfer requests permitted prior to Week 2 close of enrolments	Only transfers from BA Songwriting <sup>3</sup> and BMus Popular Music Performance permitted <sup>4</sup>	Direct entry to Year 3 not permitted
<b>BA Songwriting</b>	Transfer requests permitted prior to Week 2 close of enrolments	Only transfers from BA Professional Musicianship permitted <sup>5</sup>	Direct entry to Year 3 not permitted
<b>BMus Popular Music Performance</b>	Transfer requests permitted prior to Week 2 close of enrolments	Only transfers from BA Professional Musicianship permitted <sup>6</sup>	Direct entry to Year 3 not permitted

### **Additional Notes on Permitted Year 2/Level 5 Transfers**

**<sup>1</sup>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.

**<sup>2</sup>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.

**<sup>3</sup>BA Songwriting students wishing to transfer to BA Professional Musicianship** will be auditioned according to their intended instrumental discipline.

**<sup>4</sup>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.

**<sup>5</sup>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.

**<sup>6</sup>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.

### **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.

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

If you wish to transfer to Year 2 of another course, you should complete Part 1 of the Course Transfer

Request Form and return it to your Student Support Advisor. International students on Tier 4 Visas must also complete Part 2. All correspondence regarding your transfer will be sent to your BIMM 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 3 so that you can start on the new course no later than that start of Week 4. 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.