

London's  
International  
Drama School

**Rose  
Bruford  
College**

of Theatre  
& Performance

Student transfer to a  
different programme  
of study

POLICIES and  
PROCEDURES

# STUDENT TRANSFER TO A DIFFERENT PROGRAMME OF STUDY

## Contents

1. Introduction .....	1
2. Procedure for application .....	1
3. Support.....	2
4. Transfers which are not approved – your right to appeal.....	2

## 1. Introduction

This document sets out the policy and procedure to follow if you wish to request a transfer to a different programme of study. The College's focus is always to support you to enrol on the programme of study which is best suited to your skills, experience and aspirations.

A transfer of programme will always be considered but cannot be guaranteed. No transfer will be considered after December 31st in any academic year. If you request a transfer after December 31st you will be required to start the new Programme at the beginning of the following academic year. Transfers between Programmes will normally only be considered at Level 4.

Please note that with effect from 6th April 2016, the UKVI made changes to the Immigration Rules. These changes affect students who want to move to a new course but have not successfully completed the course for which their current visa was granted. If this applies to you, or you think that it might apply to you, then please seek advice from the Student Services Team before completing a Transfer of Programme request form.

## 2. Procedure for application

The following process will be followed:

### Stage 1

You should complete a transfer of Programme request form and submit this to your current Programme Director/Subject Leader.

### Stage 2

Your Programme Director/Subject Leader will hold a tutorial with you to discuss the reasons for the transfer request and whether concerns relating to the current Programme can be addressed.

### Stage 3

If you still wish to transfer Programme, the Programme Director/Subject Leader will complete the Transfer Form including information on your

- reasons for requesting the transfer;
- preferred programme of study;
- engagement and attainment on the current programme.

### Stage 4

The Registrar will inform the Head of School and Programme Director/Subject Leader for the preferred Programme and provide a copy of the transfer request form and assessment profile. The Programme Director/Subject Leader will invite you to an interview. The Programme Director/Subject leader will take the following into account when deciding whether to accept you onto the new Programme of study:

- your aptitude for the Programme (equivalent of an admissions decision);
- your application form from the original application;
- the number of students enrolled on the Programme;
- your engagement and attainment on your original Programme;
- your interview.

### Stage 5

The Programme Director/Subject Leader will confirm the decision with the Head of School and inform the Registrar of the outcome. The Registrar will inform you of the decision **within 10 working days** of the interview with the Programme Director/Subject Leader.

## 3. Support

If your transfer request is decline you will be offered a tutorial on your options for your future.

## 4. Transfers which are not approved – your right to appeal

If your transfer request is not approved, you have the right to appeal against this decision. However you must appeal on your own behalf. An appeal submitted by a third party will not be accepted.

Notice of appeal should be sent to the Registrar in writing within 20 working days of the dispatch of the decision on the transfer request.

You should provide the Registrar with the following information:

- Name, contact details and student number
- Specific details of and grounds for the appeal or complaint

- Any other information which the applicant feels is relevant. All relevant information should be submitted at one time. It may not be possible to consider information which is submitted later with the process without good reason.

Valid appeals will be reviewed by the College Registrar and Vice Principal.

Once you have exhausted the College's procedures, if you still believe that your case has not been dealt with properly by the College or that the outcome is unreasonable you may be able to complain to the Office of the Independent Adjudicator for Higher Education (OIA) if the complaint is eligible under its rules and once all internal procedures have been concluded.

Information about the role of the OIA and the procedure for submitting complaints can be obtained from the OIA website: [www.oiahe.org.uk](http://www.oiahe.org.uk)

DOCUMENT CONTROL BOX		Version 1.1
<b>Policy / Procedure title:</b>	Student transfer to a different programme of study	
<b>Policy owner:</b>	Registry	
<b>Lead contact:</b>	Registrar	
<b>Audience:</b>	Students and Staff	
<b>Equality Impact Screening date Referred to Equality Impact Assessment Group? Yes/No</b>	TBC	
<b>Approving body:</b>	LQSC	
<b>Date approved:</b>	18 March 2015	
<b>Implementation date:</b>	18 March 2015	
<b>Previous revision dates:</b>		
<b>Supersedes:</b>	NEW	
<b>Previous review dates:</b>		
<b>Next review date:</b>	August 2019	
<b>Related Statutes, Ordinances, General Regulations</b>	Academic Regulations	
<b>Related Policies, Procedures and Guidance:</b>	Admissions; Student Complaints;	
Minor amendment made in May 2016 to take account of UKVI Immigration Rules Reviewed in August 2017 to remove reference to The University of Manchester Amended August 2018 to take account of new academic structure within DMTA		

