

# Student Transfer Arrangements

West Dean College of Arts & Conservation has in place arrangements for students wishing to transfer to another course, transfer from another provider to West Dean or transfer from West Dean to another Provider. The information below sets out the procedure to be followed in each instance and should be read in conjunction with the College's Admissions Policy, Student Protection Plan and Refund & Compensation Policy.

## 1. Transferring Course or Subject Specialism

If you'd like to transfer to a different course, it may be possible. You could study for a different award, change to a new specialism or an alternative course within your school. It might also be possible to transfer to a course in a different school within the College.

You can apply to transfer to a different course or subject specialism by contacting the Academic Registry, but there are some things you need to think about before completing the form. It's really important to look into the course that you want to transfer to, so please take a look at details of our current courses and make sure you meet the entry requirements for the course.

You also need to visit the department you want to transfer to and speak to an academic member of staff from that department. An application to transfer to a different school or subject specialism will need to be approved by the Subject Leader and Head of School for the course you wish to enter.

If you're making a transfer request in the current academic year you can do that within the first two teaching weeks of your first term. If you're making a transfer request for the next academic year you can do so at any time in the current academic year.

If you have a visa to study here, there are potential visa implications of transferring to a different course depending on the type of transfer you're applying for. There might also be financial or funding implications of transferring to a different course, which you need to consider before deciding to go ahead with your transfer application.

## 2. Transferring from another HE Provider to West Dean College

It is possible for students from other HE providers to transfer onto a course at West Dean, in accordance with the College's Accreditation of Prior Learning or Prior Experiential Learning (AP(E)L) procedure, as long as the student meets the course entry requirements and we have sufficient spaces available on the course.

West Dean College's policy on admission with advanced standing takes into account the University of Sussex policy statement on AP(E)L and is based upon the following premises:

There are two types of prior learning, each with three routes by which the learning may be recognised as follows:

- Credit Transfer
- Accreditation of Prior Experiential Learning (APEL)

### Routes

- applications for entry with advanced standing, i.e. direct to stage 2 of a programme;
- applications for admission without the threshold entry qualifications;
- applications for exemption from individual units

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The requirements may be fulfilled and demonstrated either through certificated learning at another institution or through work experience or study which has not been formally recognised.

For each unit delivered by the College, there is an approved set of learning outcomes, which describe the knowledge and skills a student is required to demonstrate on successful completion of the unit. Where an applicant can demonstrate that s/he has already achieved the relevant knowledge and skills for a unit, or for a whole stage of study, s/he may be admitted with specific credit awarded (i.e. they will not be required to undertake those units for which the outcomes have already been achieved).

Where credit is awarded through either credit transfer or APEL it shall be clearly recorded and as such will not be given a mark. APL will not be used to calculate an award classification.

A student will normally enter the programme at the beginning of an academic year. Each programme has specific pre-entry requirements which are explained in each definitive programme document. Applications for mid-year transfer from a course of study at another institution are not normally considered.

Named programmes have subject specific characteristics in each unit of study, and learning towards a generic award cannot be accredited unless evidence of relevant subject specific learning is provided.

In order to pass a student will need to have gained 120 or 180 credits at a specific level. The credit which may be imported will depend upon the requirements of each programme and upon each individual case to a maximum of 40 credits for a 1 year undergraduate full time programme, 60 credits for a 1 year postgraduate full time programme and 120 credits for a 2 year full time programme.

The maximum credit which may be imported will depend on the requirements of each programme and upon each individual case to a maximum of half of the total credit for the award.

All claims for AP(E)L will be notified to and approved by the University of Sussex.

### **3. Transferring from West Dean College to another HE Provider**

If you wish to or are required to transfer from a course at West Dean to another provider, the College will provide you with the necessary support to make the transfer as easy as possible.

All units of study have a credit weighting which is awarded to a student on the successful completing of a unit. The College will issue a transcript recording all the credits awarded to you for the course you are studying which you will be able to use as evidence when you transfer to a new provider.