



## Student Transfer Arrangements at CSVPA

### Introduction

All providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of the plan is to support the continuation and to facilitate transfer between providers. This document describes the arrangements for incoming and outgoing student transfer at Cambridge School of Visual and Performing Arts (CSVPA).

Contact point for enquiries about student transfers: [studentservices@csvpa.com](mailto:studentservices@csvpa.com)

## Transferring to CSVPA from another Higher Education provider

CSVPA will consider applications from students wishing to transfer from other higher education providers into the second and third year of study on undergraduate courses. For these purposes the Accreditation of Prior Learning (APL) at CSVPA is aligned with the policy of our validating partner: Falmouth University.

A copy of the Falmouth University policy “Accreditation of Prior Learning (APL) Policy” can be found here: <https://www.falmouth.ac.uk/student-regulations>

In brief, to apply to transfer to an undergraduate course at CSVPA, you should:

- Be studying or have studied on a course in an equivalent subject area
- Have achieved a level 3 qualification broadly equivalent to the entry requirements for first-year entry
- Have covered sufficiently similar content to that of the first year of the course to which you are applying - or the first and second year if applying for third year entry
- Have completed 120 credits in the first year - or 240 credits if you are applying to the third year.
- Have passed your current or previous year(s) of study. We will request a transcript from your previous institution

Students studying in the UK can apply through UCAS. International students may make direct applications (Tier 4 Visa advice will be provided). You will need to select your 'point of entry' as year two or three. On your application please include:

- The name of the degree you are studying or have studied on
- The university or college at which you are studying
- The modules you have taken or are taking
- Any results you have achieved

Please note: For direct entrants the final degree classification will be based only on the marks obtained at CSVPA.

If you have been receiving a student loan, CSVPA will send a “Notification of Student Transfer” form to Student Finance England.

## Transferring between courses at CSVPA

Students may apply to transfer from one course to another, normally within the first four weeks of each academic year. Applications to transfer after this point will be considered however, you may be required to commence the first year of your new course. Transfer is not automatic. You may be asked to attend an interview to assess your suitability.

For transfer to be confirmed:

- You must be in good academic standing
- Transfer must be with the agreement of Falmouth University
- Transfer must be with the agreement of the Course Leaders if the transfer is within the same subject, and by the Heads of Subject in all other cases
- Late changes, or transfers between departments, must be approved by Heads of Subject
- The receiving Head of Subject must immediately notify CSVPA Senior Administrative Officer (who will contact Falmouth University Student Records) of the agreed transfer. Such changes must be notified to CSVPA Student Services and Falmouth University Student Administration
- Where changes are not confirmed by Student Administration a student remains registered for their original choices

We will notify Student Finance England of your change of course.

Please note, if you are an international student holding a Tier 4 visa there may be visa implications if you transfer course. You must seek advice from the Student Services Team to confirm your eligibility, especially if a possible transfer may result in a potential further year of study. If the transfer is agreed you may be required to return home to get a new visa. You will be supported with any required visa change, but it is your responsibility to ensure you have the correct visa to study in the UK.

## **Transferring to another Higher Education provider from CSVPA**

If you wish to transfer into the second or third year of study on an undergraduate course at another higher education provider, CSVPA will liaise with Falmouth University to provide you with:

- A transcript detailing the modules you have completed and the grades you have achieved
- An exit award if you have passed sufficient credit: CertHE if you have completed 120 credit; DipHE if you have passed 240 credits
- An academic reference from a member of your course staff on request

The fees you will have to pay to CSVPA will depend on the official date of your withdrawal. CSVPA will notify Student Finance England of your last date of attendance once you have notified us in writing of your withdrawal.

You should be aware that if you transfer mid-year you may find yourself liable for fees at both higher education providers.