

Student Transfer Policy

Policy Title	Student Transfer Policy							
Relates to	HE	X	FE		Online	X	School	X
Approved by	Quality and Standards Committee							
Owner	Head of Quality							
Date Approved	January 2020							
Last Reviewed	January 2020				Next review due: August 2020			
Version	1.0							
Publication	Staff Access							X
	Student Access							X
	Public Access via Point Blank website							X

Contents

Student Transfer Policy	3
Overview	3
Section 1	3
a. Important considerations for all transferring students.....	3
Section 2:	3
a. Transferring from another institution to Point Blank Music School	3
International Student Transfers	4
b. Transferring from Point Blank Music School to another institution	4

Student Transfer Policy

Overview

This policy aims to provide guidance and ordinance for staff members on the admission and transfer of students studying at other institutions to Point Blank, and students studying at Point Blank who wish to transfer to another institution or to another Point Blank qualification.

This policy should be read and carried out with consideration of the School's HE Admissions Policy as it will also contain important information in the wider context of our admissions processes. Point Blank is fully committed to fair and inclusive admissions practices and ensuring understandable and transparent admissions processes.

Section 1

a. Important considerations for all transferring students

i. Student finance arrangements and tuition fees.

Our Student Services Team will do everything they can to ensure a clean transition between your current course and the course you are transferring to. However, all students who transfer must also take responsibility for ensuring adequate funding for the course they are transferring to, and that the remaining duration of their course will be covered financially, alongside any additional living and studying costs.

ii. Final degree classification / award

If you are eligible for an exit award and transferring to another provider, or transferring to us, you will receive an exit award from the institution you are transferring from. However, it is important to consider and be fully informed regarding the course you are transferring to, inclusive of course content and awards. Please check that you are fully satisfied with the final award of the course you are transferring to, as you may not receive the same final award as the course you are transferring from, should you transfer to another provider.

It is particularly important to note that you should discuss all options with our Student Services Team before applying to transfer. The School may be able to accommodate your needs and address any concerns, e.g. arrange a temporary interruption of studies, or find an alternative suitable course.

Section 2:

a. Transferring from another institution to Point Blank Music School

i. Our Admissions Team consider all applications on a case-by-case basis and all potential students will be considered based on their individual academic and experiential achievements. For students wishing to transfer into the second or third year of our degree programmes, we will give particular consideration to the relevancy of any modules which applicants have already completed, and the grades achieved. Portfolios and work experience may also be considered in the application process.

ii. Any modules on our courses which are unable to be mapped against previously completed modules of the course applicants are transferring from will need to be completed before applicants continue studies with us. Our Education Team will make every effort to ensure the transition process is as smooth as possible.

- iii. Transfers and entry directly onto the third year of our degree programmes may only be considered in exceptional circumstances. This is normally not encouraged or recommended.
- iv. Students currently studying in the final term of their current academic year before transferring will need to provide a signed statement from current lecturers with a predicted grade. This will be considered in the context of all other evidence provided in the application. Whilst this may be accepted, it is strongly recommended and preferred that you complete your studies before applying to transfer.
- v. Evidence may be presented in the form of transcripts, statements, references, programme and module specifications, and job references. Every application is considered fairly and case-by-case for each individual.

International Student Transfers

- i. All students should consult our Admissions Team before applying to transfer. Qualifications from another institution must be equivalent in order to be considered for transfer. Point Blank must adhere to the QAA Framework of Higher Education Qualifications (FHEQ) and the related credit equivalencies.
- ii. In line with many higher education institutions, Point Blank also adheres to the Credit Accumulation and Transfer Scheme (CATS) system for the award and recognition of academic achievement and credit, linked to the QAA FHEQ. The CATS system dictates that one credit is equal to a notional 10 hours of study time.
- iii. Transferring from Point Blank to another provider and Tier 4 restrictions

Whilst Point Blank's Student Services Team will do what they can to ensure a smooth transition from our side, we hold no responsibility for any actions of the institution of the course you are transferring to.

It is important to consider and be fully informed regarding UKVI rules on transferring courses and institutions, and any impact this may have on your intentions for transferring if you are studying in the UK on a Tier 4 Visa.
- iv. Our Admissions Team in the School will map your existing qualifications against the modules on the course you have applied to transfer to, the QAA FHEQ and CATS system to ensure that you transfer to our programme at the appropriate stage of the course. As part of our fair admissions process and recognition of prior experience, our Admissions Team will also consider your experiential skills and knowledge, and any context in your application.
- v. Evidence may be presented in the form of transcripts, statements, references, programme and module specifications, and job references. Every application is considered fairly and case-by-case for each individual.

b. Transferring from Point Blank Music School to another institution

- i. All students should consult the Student Services Team before applying to transfer. Our Student Services Team will be able to advise you on the transfer and withdrawal process, as well as address any concerns and discuss all options. The School may be able to accommodate your needs and address any concerns, e.g. arrange a temporary interruption of studies, or find an alternative suitable course.
- ii. Should you still decide to transfer, our Student Services Team will be able to provide you information on obtaining any exit award you may be eligible for and completion of your

current academic stage/year, as well as make any arrangements for documentation you may need for the transfer.

- iii. Please note that 120 CATS are necessary for each exit stage. More details on eligibility for any are available in the Middlesex University Regulatory Framework

Point Blank Music School will not tolerate any circumstances where any one student may intentionally be given a student experience or opportunity unequal to another, due to discrimination, corruption, or any other reason.