

## **Rose Bruford College of Theatre and Performance**

### **External Student Transfer Policy**

1. Rose Bruford College (RBC) defines an external transfer student as a student who, having successfully completed a part of an approved programme at another higher education institution, is admitted to RBC at an appropriate point on an approved programme in a similar subject discipline with the necessary credits.
2. An external transfer student wishing to undertake a transfer to an RBC programme will normally be required to meet the following criteria:
  - Currently be registered as a student at another institution on a programme in an equivalent subject discipline:
  - Have covered sufficiently similar content to that of no more than the first third of the RBC programme being transferred into:
  - Successfully completed no more than 120 credits (undergraduate) or 60 credits (postgraduate) in the equivalent modules on their current programme and demonstrate the potential to succeed on the programme being transferred onto. Offer of admission will be conditional until official documentation (e.g. transcript) of credits completed has been received.
  - Meet current requirements for RBC to sponsor their visa if required.

In exceptional circumstances students that do not meet the criteria listed above may still be granted admission. This is at the discretion of the Head of School within which the programme is located at RBC.

1. External transfer students that meet requirements outlined above are not guaranteed entry to their desired programme. The final decision rests with the Academic Programme Manager/Programme Director and will depend on the academic judgement made against an application and a place being available on the programme being applied to.
2. An undergraduate external transfer student who meets the requirements outlined in 2) must apply by the appropriate application deadline. Applications made directly to RBC after the application deadline will not be considered for approval.
3. A postgraduate external transfer student who meets the requirements outlined in 2) must apply directly to RBC or to a partner institution if it is a collaborative partnership. Applications received after the programme application deadline (if detailed on the programme webpage) will not be considered for approval.
4. Normally, transfer students will be admitted to the start of a specific year of study (undergraduate) or appropriate entry point (following completion of 60 credits at postgraduate level only) and will be required to complete two thirds of the RBC course to be eligible for the final award for the programme.

5. Normally, the RPL Committee will verify an external transfer is appropriate by confirming necessary credits have been undertaken in a similar subject discipline. On occasions where it is deemed an external transfer student's current studies are not in a similar subject discipline at undergraduate level, the student will be invited to apply for entry at level 4.
6. The classification of an award shall be based solely on the studies and assessment undertaken at RBC and on the programme onto which a transfer student has transferred.
7. Programme transfer is an admissions policy and standard RBC admissions checks with regards to immigration and student fee status will apply.
8. If a current RBC student wishes to transfer out to another institution, RBC will facilitate a transfer by providing a transcript and awarding an exit qualification if appropriate.

The RBC RPL Committee will agree exemptions to this policy.