

## **STUDENT TRANSFER PROTOCOLS**

### **Transferring to Ravensbourne University London From Another University**

Ravensbourne University London will consider applications from students wishing to transfer from other universities into the second-year (and third year on some courses). Ravensbourne's Recognition of Prior Learning (RPL) policy is set out in section 12 of the University's Admissions Policy.

In summary, to apply for transfer, 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 third year entry).
- Have completed 120 credits in the first year (or 240 credits if you are applying to the third year).
- Be achieving or have achieved an average of grade C (or 2:2) in on your current or previous first year. Ravensbourne will request a transcript from your previous institution.

Please apply through UCAS as early as possible so that we can then assess your eligibility. You will need to select your 'point of entry' as year two. 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 second-year entrants the final degree classification will be based only on the marks obtained at Ravensbourne University London.

### **Transferring to Another Course at Ravensbourne University London**

Students may apply to transfer to another course at Ravensbourne University London.

Normally, you should apply to transfer before the end of the first term of the first year. Applications to transfer after this point in the year will be considered. However, you may be required to commence the first year of your new course.

Transfer is not automatic as your suitability for the course will be assessed and you may be interviewed. You must have completed all the credit in the first term of the first year.

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

### **Transferring to Another University from Ravensbourne University London**

If you wish to transfer to a course at another university, Ravensbourne University London will provide you with:

- A transcript outlining the modules you have completed and the grades which you have achieved
- An exit award if you have passed sufficient credit (eg CertHE if you have completed 120 credits in the first year or DipHE if you have passed 240 credits across the first and second year)
- An academic reference from one of your course staff on request.

The amount of fees you will have to pay to Ravensbourne will depend on your official date of withdrawal notified to us in writing (see Student Contract). You should be aware that if you transfer mid-year, then you may find yourself liable for fees at both universities and you should check this with the University to which you are transferring. You are only entitled to a tuition fee loan for the terms you are in attendance at University. Ravensbourne will notify Student Finance England of your last date of attendance here once you have notified us in writing of your withdrawal. Your new university will also need to send Student Finance England a form called a Notification of Student Transfer.