Course Transfer Guidance

Important information you must read BEFORE completing the application form

• The University is committed to supporting students to fulfil their creative potential, to succeed on their course and to have a positive learning experience. Being on the right course is an important aspect of well-being and the UAL student experience.

• Students may request to change from the course on which they are enrolled to another course offered by the University. A transfer is not guaranteed however and you will be subject to the normal course admission requirements and availability of places.

• Once you submit your application form for consideration, you are expected to attend all timetabled classes on your current course, maintain your level of study, and successfully complete any units you are currently studying until a decision is made. The transfer process is expected to take between three and five weeks to complete.

• Normal points of transfer for undergraduates are at the end of the Introduction to Study in HE unit, before the start of Term 2 in the first year or at the end of the academic year. Transfer requests made at the start of the course (Year 1) must be submitted before the end of the Term 1 as any in-year transfers will not be considered after this point. Transfer requests for the end of the academic year must be submitted before the end of the Summer Term. If you are a Postgraduate student, you should contact your course team for advice. n.b. Transfers will not be accepted into the final year of an undergraduate course. (e.g. Transfer from current second year to a third year of a three year BA course).

• 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 a Student Adviser on 0207 515 6900 or http://artslondon.wufoo.com/forms/w7w5a7/ and speak to your college Immigration Compliance Administrator (ICA) to confirm your eligibility especially if a possible transfer may result in a potential further year of study. Should you need more time to complete your studies than you have remaining on your current visa, you will not be allowed to renew your visa in the UK. If the transfer is agreed you will therefore be required to return home to renew your visa.

• If you are an International Student you must check the English Language requirements of any prospective course as they may be of a higher standard than your current course. If this is the case, this may prevent you transferring.

• If you are a Home/EU student, there may be implications regarding your student loan or your fees and it is recommended that you speak to a Student Advisor if you are unsure on how your student loan/fees will be affected by a transfer.

• As part of the process your current course units will be checked against your potential new course units. This is because at the end of the year you must have achieved the required credits to progress to your next year of study (e.g. BA (Hons) Textile Design 120 credits required).
We advise you to meet with your current course team to discuss the reasons for wanting to transfer as there may be other factors affecting your engagement or enjoyment of the course. Other services in the university are available to help students overcome difficulties affecting their studies and you may wish to discuss these with your Course Leader to identify the options open to you.

If you wish to be considered for a course at a different level of study (eg BA (Hons) to a Graduate Diploma) this will be considered as a new application and not a transfer. You must ensure you have fulfilled all the course admission requirements before you complete any paperwork and International Students are reminded to contact their ICA for advice.

Once you have decided that moving to another course is your preferred option you need to research other courses at the university by looking on the UAL website. You can then obtain the transfer application form via the Student Services Intranet website.

**What to do now**

- Complete all of Part 1 of the application form and sign and date it. Take your form to your course team. You are advised to make a copy of the form and a note of the date you submitted it. All correspondence regarding your transfer will be via your UAL email address so make sure you check it regularly.

- You will be contacted by the Course Administrator of your prospective new course regarding a portfolio review/interview for a place on the new course subject to the availability of places. It is important that you do not miss this appointment and have taken time to research the course and the reasons why you want to be considered. Don't forget that normal course entry requirements apply so make sure you have checked you meet these.

- The decision on your transfer will be sent via email. If your request has been approved you will be advised by the new Course Administrator on what to do next. If places are not available on your desired course, this will also be communicated to you by email to the new Course Administrator.

- If your transfer is approved then a new course timetable and further information on materials for the new course will be passed to you by your new Course Administrator.

- If it is not possible for you to be offered a place on your ideal course you may need to discuss your options with your current course team, Student Services or your current Dean or Programme Director.