

## Ravensbourne University Student Transfer Protocols

The Student Transfer Plan should be read in conjunction with Ravensbourne University's Student Protection Plan and Terms & Conditions on the Ravensbourne website ([Staff and student policies | Ravensbourne University London](#)) as well as Section 5: Admission and Registration of Ravensbourne University's General Academic Regulations (GARs).

### Transferring to Ravensbourne University London From Another University

Ravensbourne University London will consider applications from students wishing to transfer from other universities (e.g. into the second-year, or third year on some courses). Ravensbourne's Accreditation of Prior Learning (APL) policy is set out in section 5 of the University's General Academic Regulations. This process is in place to ensure that any credits a prospective student is able to evidence, whether having been previously awarded by Ravensbourne University or another HEI, will contribute towards the programme being applied for in the form of exemption. This process is referred to as the Accreditation of Prior Certificated Learning (APCL).

This scenario may also occur if a prospective student is able to evidence relevant learning which is acquired through experience but for which no formal qualification has been awarded. This process is referred to as the Accreditation of Prior Experiential Learning (APEL).

In summary, to apply for transfer, you should:

1. Apply on the prescribed form (requested from [admissions@rave.ac.uk](mailto:admissions@rave.ac.uk)) and should, wherever possible, be submitted with the application for a course. Applicants must demonstrate that the learning meets the following criteria:
  - a. Relevance – the learning is relevant to the APL sought;
  - b. Level – the learning is at the same level as the credit for which APL is applied;
  - c. Authenticity – the application should demonstrate the applicant's efforts and provide verification of authenticity;
  - d. Currency – in general, applications for APL should be based on evidence that is within the last 5 years to ensure the learning is current;
  - e. Sufficiency – the evidence presented should show the learning is equivalent to the credit applied for.
2. Applicants for APCL must include:
  - a. certified copies of any relevant certificates; and
  - b. curriculum information for the relevant learning.Any document not in English, must be accompanied by a certified translation.
3. Applicants for APEL must be made through a portfolio which:
  - a. describes in detail the prior learning or experience;
  - b. describes how the prior learning or experience gained is relevant to the credit or exemption applied for;
  - c. describes how the applicant has achieved the learning outcomes for the credit applied for (whether for module(s) or stage(s))
  - d. provides evidence of prior learning or experience, for instance:
    - i. examples of written work undertaken
    - ii. reflective accounts of learning;
    - iii. testimony from employers, colleagues or clients;
    - iv. narrative account of learning gained.

Please note: Assessments taken outside of Ravensbourne University will not be counted towards final degree classification.

### 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.
- 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.

### **Additional information**

Contacts for further enquiries or further advice relating to student transfer are set out below:

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

- Contact [admissions@rave.ac.uk](mailto:admissions@rave.ac.uk) for information regarding credit/unit exemptions.

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

- Contact [admissions@rave.ac.uk](mailto:admissions@rave.ac.uk) for information on how to enrol on a different Ravensbourne University programme. Alternatively, the student may contact their course leader to discuss the transfer.

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

- Contact [registry@rave.ac.uk](mailto:registry@rave.ac.uk) for information regarding exit awards and transcripts. Alternatively, the student may contact their course leader to initiate the withdrawal.