



## Student Transfer Policy

### Introduction

- 1.1 As a Higher Education Provider, once registered with the Office for Students in the category Approved (Fee Cap), Collective Acting Studio is required, in fulfilment of ongoing condition of registration F2, to publish the following information concerning students transferring into and away from Collective.

### Students wishing to transfer to Collective from another HEI

- 2.1 Collective's Higher Education programmes are currently validated by the Queen Margaret University, Edinburgh and we are therefore bound by the University's Academic Regulations. The relevant section in the QMU Collaborations Manual about is *Recognition of Prior Learning (RPL)*, which is published here: <https://www.qmu.ac.uk/about-the-university/partnerships/qmu-collaborations-manual/recognition-of-prior-learning/>
- 2.2 Collective's programmes will accept entry through APL as per these QMU regulations.
- 2.3 Recognition of Prior Learning (RPL) is the name for the process whereby students are given credit for learning they undertook before joining a QMU programme. It covers the following situations:
  - Non-standard entry, i.e. applicants who don't have the standard qualifications defined as the normal entry criteria for the programme. (The normal entry criteria are always defined in the programme specification.) A decision will have to be made as to whether their prior learning – academic qualifications and work experience – is equivalent to the normal entry criteria.
  - Advanced Standing, i.e, applicants who want to enter a programme at a higher level than normal because they have already studied elsewhere. (For example, students transferring from another university.)
  - Applicants who want exemption from specific modules because they have already studied a similar module (in another university) or because they have significant professional experience.

In all of the above situations, the Course Leader will consult the QMU Collaborative Academic Lead (CAL) for advice. In most cases the final decision will be referred to the QMU RPL Panel for approval, an exception being straightforward cases for admission to the programme, where the CAL may make the decision. This will then come to the QMU RPL Panel for noting.

### Students wishing to transfer from Collective to another HEI

- 3.1 Students wishing to transfer out will receive appropriate information, advice and guidance from their Personal Academic Tutors (PAT) and from the Academic Administration Officer, so that they can make an informed decision that takes into account their academic standing, artistic development, personal wellbeing and financial/student loan position.

3.2 Having taken a final decision to transfer from Collective to another HE Provider before completing their intended programme of study, students will be provided with a transcript setting out their achievement on any modules which have been completed. Transcripts will set out:

- essential student identifiers, including name, HUSID and Collective/QMU ID
- essential programme data, including title, level and enrolment date
- marks for each completed module
- the academic level of each completed module
- the amount of credit awarded for each completed module, as per the standard UK credit framework and as it relates to the ECTS equivalent.

3.3 Where appropriate, and only with the student's consent, Collective will offer to the receiving HE Provider additional contextual information concerning the student.

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