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## 1 Section 1 – introduction

### Introduction

As a higher education provider registered with the Office for Students (“OfS”), MetFilm School Limited (the “School”, “we”) must publish information about arrangements for incoming and outgoing student transfer for:

- all validated Undergraduate and Postgraduate courses, in London; and
- all validated Undergraduate and Postgraduate degrees, in Berlin,

(together, our “Accredited Courses”).

This information only applies to students on our validated courses, as opposed to subcontracted courses. Students enrolled on our subcontracted courses, under the label ScreenSpace, are subject to [The University of West London’s transfer arrangements](#).

MetFilm School recognises that the initial selection of a course and institution is a major decision for all students, with many factors needing to be taken into account. Furthermore, the School also understands that, in some cases, the needs and aspirations of students may change over time, which may result in a desire to change courses and/or institution. Transferring is the process whereby:

- A current MetFilm student moves from one MetFilm course to another i.e. a change in discipline, award type, change of centre or mode of study;

- A current MetFilm student moves to another HE provider to continue their studies i.e. a change of provider;
- A student from another HE provider wishes to transfer to a MetFilm programme.

For the avoidance of doubt MetFilm School does not hold awarding powers and therefore the final decision on any incoming or outgoing transfer is subject to University of West London's [Student Guide to Credit Transfer and Recognition of Prior Learning \(RPL\)](#).

## **2 Section 2 – Transfers For Registered Metfilm Students Transferring To Alternative Metfilm Provision (Course Change)**

Current MetFilm students who are considering transferring course are required to meet with their Course Leader in the first instance to discuss their needs.

For first year students, transfers between MetFilm courses within the current academic year will not normally be sanctioned after the end of the second week of the academic year. For students progressing to year two (or equivalent on the 2-year accelerated programmes) of their studies, transfers should normally take place before the next academic instance commences (and by exception, no later than the end of the first week of the instance).

The Course Leader will advise the student on the transfer process, including (where appropriate) making an introduction to the Course Leader of the course that the student wishes to transfer to. Transfers between MetFilm courses will depend upon students meeting the entry requirements of the course, academic performance to date (if applicable) and the availability of places. The Course Leader for the course that the student wishes to transfer into will be responsible for confirming if the transfer may take place and the timely submission of a completed transfer form to the Administration team.

## **3 Section 3 – Transfers For Registered Metfilm Students Transferring To Another Provider (Transferring Out)**

Where a current MetFilm student wishes to transfer to another HE provider, the student is requested to meet with their MetFilm Course Leader to discuss their intentions. This meeting will ensure that the Course Leader is able to respond to any information requests from the HE provider that the student wishes to transfer to in a timely fashion.

Please note that MetFilm is unable to advise students if they will be eligible to transfer to another HE provider, as this will depend upon the requirements of the other provider. Students are also advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE institution, particularly if the transfer will extend the duration of study.

Please note academic credit is awarded by our partner institution and transcripts detailing credits accumulated during programme of study will be issued by University of West London. MetFilm staff will assist in requesting the transcript if required.

## **4 Section 4 – Transferring To Metfilm From Another He Provider (Transferring In)**

If a student is interested in transferring to MetFilm from another HE provider, the student is advised to make initial contact with MetFilm via the following email address [info@metfilmschool.co.uk](mailto:info@metfilmschool.co.uk)

All enquiries received will be forwarded to the relevant MetFilm Course Leader for consideration. Students will be required to demonstrate that they meet the minimum entry

requirements for their preferred course, as defined within the programme specification for the course. For students seeking entry with advanced standing (i.e. entry to year 2 or higher), the MetFilm Course Leader will need to determine that the student's academic performance to date is of a satisfactory standard, the HE credit previously obtained is current and that the learning outcomes of the MetFilm course and the students previous course are compatible. Please note, the final decision on any incoming or outgoing transfer is subject to University of West London's permission. Details of the process can be found at [Student Guide to Credit Transfer and Recognition of Prior Learning \(RPL\)](#).

This process is likely to require students to provide further information in relation to their current course and their results/performance to date. Transfer is also subject to a satisfactory reference from the provider from which they are transferring. Transfers into the current academic year will not normally be sanctioned after the end of the second week of the academic year and are subject to availability of places. Students are also advised to confirm their continued eligibility for a student loan with the Student Loans Company if they are changing to another HE institution, particularly if the transfer will extend the duration of study.