

# UNIVERSITY FOR THE CREATIVE ARTS

## STUDENT TRANSFER POLICY

### Introduction

1. The University for the Creative Arts (UCA) is committed to facilitating transfer for students between different courses at UCA and to and from courses at other higher education institutions wherever academically appropriate. To this end, UCA operates within the Framework for Higher Education Qualifications (FHEQ) and delivers its courses within clearly defined credit structures, with articulated exit awards and end points and evidence of learning provided for every block of credit achieved.

### Credit achieved at UCA

#### *Credit accumulation*

2. Once you have enrolled on a course at UCA you will study the course described in the Programme Specification issued to you as part of your pre-contract offer.
3. All formal accredited learning at UCA takes place within UCA's [Common Credit Framework](#). This has been prescribed in line with the relevant higher education guidelines and benchmarks. Learning is expressed to align with the FHEQ to enable credit transfer between courses and institutions.
4. Courses are validated as blocks of learning that allow credit to be awarded on the basis of 10 credits for approximately every 100 hours of learning that you undertake. If you successfully pass the assessment requirements for a block of learning you will receive the credit for that learning, regardless of whether you continue to study at UCA or not. This will be described in a formal transcript of learning that UCA will give you to show to potential employers or study providers.

#### *Exit Awards*

5. On top of the accumulation of blocks of credit, your Programme Specification will define exit points within your course. These 'exit awards' are higher education awards linked to the FHEQ. The regulations for these exit awards are defined in the [Common Credit Framework](#). When your registration with UCA ends, if you are eligible for an exit award (i.e. if you have enough credits), it will be conferred automatically by the appropriate Board of Examiners. You will then receive a certificate and transcript to allow you to demonstrate the volume and level of learning. This learning can be used to transfer to another course at the University, or at another higher education provider.

#### *Transferring between courses within UCA*

6. If you wish to transfer from the course on which you are enrolled at UCA to another course, we will support you in your decision in terms of advice and guidance, as well as recognition of any prior learning that is academically appropriate to your choice. The final decision to approve transfer between courses and how much learning is transferable will be made by the Programme Directors for the original and new course.

## Credit achieved at another higher education provider

7. UCA welcomes applications from students who have studied at another higher education provider, or who have equivalent learning from another source. Where that learning can be mapped to the UCA degree to which you are applying, you may be awarded credit for that learning that exempts you from studying some of the UCA course. This will depend on the volume and level of learning and also the academic alignment to the course you want to take. The Admissions Department will help you through this process as part of your application. They will follow the principles outlined in the [Admissions Policy](#) and associated [Policy on Accreditation of Prior Learning](#). If your prior learning is at the level of a FHEQ award, you will be considered for direct entry to a higher stage of your chosen course.

Information to help students to transfer between UCA courses or to another higher education provider is published on the help page [‘Already a student and need further information?’](#). Information is contained under the sub-heading ‘Change of Status’.