

LIPA

Student Transfer Arrangements

We are a small specialist institution with a rigorous applications process which involves auditions or interviews. Most of our students successfully complete the programme they initially register on and the number of students transferring in, out or between programmes are very small. Our processes in each of these areas are outlined below:

Incoming Student Transfer

In the rare occasion where we receive a late application, the applicant will undergo the same process as any other applicant and will be assessed by the Admissions Tutor/Head of Discipline. The final date for an applicant to be considered for acceptance onto their chosen programme of study is normally the second Friday after induction week. In exceptional circumstances (e.g. instances where an applicant is awaiting their visa or has been forced to re-apply for their visa), the last possible date of enrolment is determined by the Director of HE.

We operate under the Recognition of Prior Learning and Recognition of Prior Experiential Learning processes of LJMU, our awarding body, ([RP\(E\)L Claim Form, Policy and Handbook](#)), in relation to students wishing to transfer in to LIPA.

Recognition of Prior Learning and Recognition of Prior Experiential Learning applicants, who wish to have prior learning taken into account as part of their application process, should contact the Admissions Department in the first instance who will be able to advise them depending on whether it is 'credit transfer' or RP(E)L.

For 'Credit Transfers' (i.e. where a student has obtained credits from a UK institution), students are normally referred to the appropriate Admissions Tutor. Provided the student/applicant is able to supply verifiable evidence of the credits and the credits are deemed appropriate for our programme, then the credits would be transferred on admission to the relevant programme of study and recorded on the student's record and the decision will be noted by the respective LJMU Faculty Recognition Group (FRG).

For RPL/RP(E)L, students will be put in contact with the relevant Faculty Registrar, based in LJMU. The Faculty Registrar will be able to advise the student on the process to be followed. Where an RPL or RP(E)L request is able to be considered, applicants will be expected to provide written evidence (e.g. official transcripts for RPL or a report/portfolio for RPEL) of learning. The Faculty Recognition Groups (FRG) at LJMU determine whether credit is to be awarded in respect of prior learning and whether the credit is mark bearing.

Successful applicants through these processes will be charged the pro-rata fee for the credit they will be undertaking at LIPA.

Outgoing Student Transfer

Students who wish to withdraw from their programme or transfer to another institution should refer to section 4.1 in the Green Book for further guidance. They should discuss this with their Learning Guidance Tutor and then Head of Discipline. Additional support can be

given during this process by the Student Support Team. Once a decision is made, the student should complete a Student Withdrawal Form and submit to the Registry. Students should check the terms and conditions of any loan of financial arrangements they have made and inform the relevant authority of the decision. The Student Finance Team can advise on this. An end date will be confirmed based on the last recorded date of attendance and the UKVI (if relevant) and LJMU will be informed. The student record will be amended both at LIPA and LJMU. The fee will be pro-rata for the number of weeks tuition received for the period of registration.

We will provide the student with any information they require if transferring to another institution.

Transfer between programmes

Our programmes are very specialist and due to their nature there is limited opportunities for students to transfer between programmes. Normally applications will not be accepted after 30th May for the following September. Applications received after this date will be considered on an individual basis at the discretion of the Heads of Discipline. Internal academic transfers are at the discretion of the Institution and are not automatic.

Students who wish to transfer between programmes within LIPA should speak to their Learning Guidance Tutor and existing Head of Discipline. They should also speak to the Head of Discipline for the programme they wish to transfer to as soon as possible. If, following scrutiny, it is considered that the transfer is appropriate, then the student will complete an Internal Transfer Form. This will be signed by both Heads of Discipline and approved by the Director of Higher Education. In these cases, the HE Systems Data Officer will inform the SLC, UKVI (if relevant) and LJMU. The student record will be amended both at LIPA and LJMU. There are no student fee implications for students transferring between programmes.