

ITALIA CONTI

Student Transfer Arrangements Policy

Version	2526-1.0
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Reviewed by:	Policy Steering Group
Approved by:	Policy Steering Group
Approval date:	27 th May 2026
Next review:	26 th May 2027

This policy will be reviewed annually by the Policy Steering Group.

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1. Purpose and regulatory context

- 1.1. As part of its statutory requirements and obligations as a registered higher education provider with the Office for Students, this statement sets out Italia Conti's arrangements for student transfers. It explains how Italia Conti considers requests from students who wish to transfer into Italia Conti, transfer between Italia Conti higher education courses, or transfer from Italia Conti to another higher education provider.
- 1.2. The relevant Office for Students condition is Condition F2: Student transfer arrangements, which states:
- “The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.”
- 1.3. The OfS guidance confirms that Condition F2 applies to all registered providers and that providers demonstrate compliance by providing and publishing information on their transfer arrangements.

2. Scope

- 2.1. This statement applies to applicants and students on higher education programmes delivered by Italia Conti.
- 2.2. It applies to:
- applicants seeking to transfer into Italia Conti from another UK higher education provider;
 - students seeking to transfer from one Italia Conti higher education course to another; and
 - students seeking to transfer from Italia Conti to another higher education provider.
- 2.3. This statement should be read alongside Italia Conti's Admissions Policy, relevant programme specifications, applicable Recognition of Prior Learning arrangements, the Student Protection Plan, Student Terms and Conditions, and the academic regulations of the relevant validating or awarding partner.

3. Definition of student transfer

- 3.1. For the purposes of this statement, 'student transfer' is defined in Section 38(2) of the Higher Education and Research Act 2017 as a situation where:
- a student transfers from one higher education course provided by a UK higher education provider to a different higher education course provided by the same or a different UK higher education provider;
 - the receiving provider recognises, or takes account of, the study undertaken or level of achievement attained by the student on the previous course; and
 - either or both of the transferring and receiving providers are registered higher education providers.

4. Student status and awarding bodies

- 4.1. Italia Conti's higher education provision is delivered in partnership with its relevant approving or awarding partners.
- 4.2. Students studying on higher education programmes delivered by Italia Conti are students of Italia Conti and are also registered with the relevant academic partner.
- 4.3. Admissions decisions are made by Italia Conti in accordance with its Admissions Policy, course-specific entry requirements, audition and interview procedures, and the requirements of the relevant validating or awarding partner.
- 4.4. Where a transfer request involves recognition of prior learning, direct entry, advanced standing, interruption, withdrawal or an exit award, the final decision may be subject to the academic regulations and approval processes of the relevant academic partner.

5. Transfers into Italia Conti

- 5.1. Italia Conti may consider applications from students wishing to transfer from another UK higher education provider into an Italia Conti higher education programme.
- 5.2. Italia Conti have small cohorts and fixed group sizes. Prospective students will only be considered for transfer and direct entry where there is suitable capacity.
- 5.3. When a comparable institution in the wider sector faces course closures or sudden changes, Italia Conti may consider the ability to support the displaced students. In these times of hardship, the Vice Principal, or a suitable nominee, will be appointed as the strategic liaison with the displaced students.
- 5.4. Due to the specialist, sequential and cohort-based nature of Italia Conti's training, and the high level of practical, technical and professional development embedded across each stage of study, transfers into Italia Conti from another higher education provider may not always be possible.
- 5.5. This is particularly the case where a course is designed to be completed as an integrated programme from the beginning of the academic year or from Level 4.
- 5.6. Transfer applications will be considered on a case-by-case basis and are not guaranteed.
- 5.7. Decisions will take account of:
 - whether the applicant meets the published entry requirements for the course;
 - whether there is an appropriate match between the applicant's prior learning and the learning outcomes of the Italia Conti course;
 - whether the applicant has completed relevant prior certificated learning or relevant prior experiential learning;
 - whether there is space available on the course
 - whether the applicant is able to meet the practical, academic, professional and attendance expectations of the programme;
 - whether the applicant can join the course at an appropriate point in the academic year;

- whether the applicant can meet any attendance, assessment, placement, rehearsal, production or professional practice requirements; and
- any requirements set by the relevant validating or awarding partner.

5.8. Applicants seeking transfer may be required to apply through the normal admissions route and will normally be expected to meet the same audition, interview, portfolio, academic and/or professional entry requirements as other applicants.

5.9. The practical and vocational nature of Italia Conti's training means that prior study alone may not be sufficient for admission with advanced standing.

5.10. Italia Conti must be satisfied that the applicant has achieved the necessary academic, technical, artistic and professional competencies for the proposed point of entry.

6. Recognition of prior learning

6.1. Where an applicant seeks entry with advanced standing, Italia Conti will consider whether the applicant's prior learning may be recognised through the relevant Recognition of Prior Learning process.

6.2. Recognition of prior learning may include:

- prior certificated learning, where the applicant has already achieved credits or qualifications from another recognised provider; and/or
- prior experiential learning, where the applicant has gained relevant professional, vocational or practical experience outside a formal qualification.

6.3. Where recognition of prior learning is considered, Italia Conti will normally require evidence that the applicant's prior study or experience maps appropriately to the learning outcomes, level and credit requirements of the relevant Italia Conti programme.

6.4. Evidence may include, but is not limited to:

- academic transcripts;
- certificates;
- module or course specifications;
- portfolios of work;
- professional evidence;
- references;
- audition, interview or practical assessment outcomes; and/or
- written work or reflective statements, where appropriate.

6.5. Final approval may rest with the relevant validating or awarding partner, depending on the programme.

7. Direct entry and advanced standing

- 7.1. Where permitted by the relevant course specification and approval or awarding partner regulations, applicants may be considered for direct entry to a later stage of a programme.
- 7.2. Direct entry is not automatic.
- 7.3. Applicants must normally demonstrate that they have already achieved learning equivalent to the earlier stage or stages of the course. This may include successful completion of relevant higher education credits, equivalent professional training, or substantial professional experience.
- 7.4. For performance-based programmes, applicants may also be required to demonstrate practical readiness for the level of training through audition, interview, portfolio, recorded material, written work or other evidence required by the course team.
- 7.5. Direct entry will normally only be considered where Italia Conti is satisfied that the applicant can enter the programme without disadvantage to themselves or disruption to the learning experience of the existing cohort.
- 7.6. Direct entry may not be available for all courses or all stages of study.
- 7.7. Direct entry into Level 6 of a full-time practical programme is not often possible due to the cumulative nature of the training, and the pre-requisite study required to enable success at Level 6.

8. Internal transfers

- 8.1. Students who are already enrolled at Italia Conti and wish to transfer to a different Italia Conti higher education programme should contact their Head of School, Course Leader, or Head of Year in the first instance.
- 8.2. Due to the specialist and vocational nature of Italia Conti's programmes, internal transfers between courses are not normally available and will only be considered where the course structure, learning outcomes, timing, cohort capacity and validating partner regulations allow.
- 8.3. Internal transfers will be considered on a case-by-case basis and will depend on:
 - the student's academic standing and progress;
 - the suitability of the proposed new course;
 - the student's ability to meet the entry and audition requirements of the new course;
 - availability of places;
 - the timing of the request;

 - whether the student can meet the learning outcomes, attendance requirements and assessment requirements of the receiving course;
 - any professional, practical or fitness-to-study considerations; and
 - the regulations of the relevant validating or awarding partner.

- 8.4. Any request for an internal transfer should normally be made as early as possible and may only be considered at an appropriate point in the academic year.
- 8.5. Requests made after teaching, assessment, rehearsal, production or placement activity has begun may not be possible where the student would be unable to meet the learning outcomes or attendance requirements of the receiving course.
- 8.6. Transfers between substantially different vocational pathways may not be possible.
- 8.7. A student wishing to change direction may be required to apply, audition and/or interview for the new course in the same way as other applicants.
- 8.8. Students who successfully complete an Italia Conti FdA programme are eligible to progress to Level 6 of the equivalent BA (Hons) programme.
- 8.9. Progression is subject to successful completion of the FdA and to any academic, practical, professional, attendance or administrative requirements set out in the relevant programme documentation.
- 8.10. As this progression route forms part of the approved course progression structure, it is not normally treated as a transfer between courses. However, Italia Conti will ensure that students receive clear and timely information about progression requirements, application or registration processes, fees, student finance implications and any relevant academic expectations.
- 8.11. Students who complete the FdA are not required to audition for entry, and APL and RPL processes will be handled internally to ensure timely enrolment on the Level 6 of the BA Hons course.

9. Transfers from Italia Conti to another provider

- 9.1. Students who wish to transfer from Italia Conti to another higher education provider should seek advice from their Head of School, Course Leader, or Head of Year.
- 9.2. Staff will discuss the options available and the academic, financial and practical implications of interruption, withdrawal or transfer.
- 9.3. Italia Conti will normally provide reasonable support to students seeking to transfer, which may include:
- confirmation of study undertaken;
 - transcripts or records of achievement, where available;
 - information about modules, credits and levels completed;
 - references, where appropriate;
 - advice on the possible academic and financial implications of transfer; and
 - signposting to relevant student support, finance or visa advice.
- 9.4. Where permitted by the relevant programme regulations and approving or awarding

partner requirements, Italia Conti may support recognition of the student's completed achievement through an interim or exit award, transcript or other formal record of achievement.

9.5. The decision to admit a transferring student rests with the receiving provider.

9.6. Italia Conti cannot guarantee that another provider will recognise credits, training, modules or professional experience completed at Italia Conti.

10. Student support and induction

10.1. Students admitted to Italia Conti through transfer, direct entry or recognition of prior learning will be provided with appropriate induction and support.

10.2. This may include:

- induction into Italia Conti's academic, practical and professional expectations;
- access to course information and student policies;
- academic and pastoral support;
- learning support where required;
- information about assessment, attendance and progression requirements; and
- support with transition into the relevant year or stage of study which may include tutorials, wrap-around training provision, and auditing classes from a prior level of study to support contextual understanding.

10.3. Students admitted through transfer or direct entry may also be required to attend additional induction, orientation or catch-up sessions where these are necessary to support their transition into the relevant stage of the programme.

11. Fees, funding and visas

11.1. Students considering transfer should be aware that transferring course, provider, level, mode of study or period of study may affect tuition fees, student finance, loan eligibility, bursaries, scholarships, accommodation and other arrangements.

11.2. Students are responsible for seeking advice from relevant external bodies, including Student Finance England and the receiving provider where applicable.

11.3. International students studying under visa sponsorship should seek advice before requesting or accepting a transfer, as a change of provider, course, level, mode of study or period of study may affect visa sponsorship and immigration status.

12. Information for applicants and students

12.1. Entry requirements and application arrangements for Italia Conti courses are set out on the relevant course pages and in the Admissions Policy.

12.2. Students or applicants who wish to discuss transfer arrangements should contact:

Admissions: admissions@italiaconti.co.uk

General enquiries: info@italiaconti.co.uk

Address: Italia Conti, 2 Henry Plaza, Victoria Way, Woking, Surrey, GU21 6BU

12.3. Requests for transcripts, records of achievement or confirmation of study should be made to the Course Co-ordinator via info@italiaconti.co.uk

13. Review

13.1. This statement will be reviewed periodically to ensure that it remains accurate, up to date, and aligned with Office for Students requirements, Italia Conti policies, and the regulations of relevant validating and awarding partners.

13.2. The statement may also be reviewed earlier where there are changes to relevant legislation, OfS regulatory requirements, Italia Conti's higher education provision, or the requirements of validating or awarding partners.

14. Linked Policies

[Admissions and Audition Policy](#)

[Recognition of Prior Learning and Prior Experiential Learning](#)

[Withdrawals and Intermissions Procedure](#)

[University of Chichester Student Tuition and Accommodation Fees Policy](#)