

**istitutomarangoni**

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Istituto Marangoni London  
Student Transfer Arrangements

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## 1. Introduction

All registered providers of higher education in England are required to publish student transfer arrangements in accordance with the Higher Education Research Act 2017 and Office for Students Regulatory Framework 2018. The purpose of this summary is to set out the institutional arrangements that will facilitate student transfer either into a different programme of study or provider while also preserving continuity of study.

For the purpose of this summary document, student transfer includes:

- Transfer to the IM London School from another Higher Education provider initiated by a student or on behalf of another institution (RPL);
- Transfer between programmes of study at the IM London School;
- Transfer between the Istituto Marangoni Schools: Cross School transfer (to or from the IM London School to or from one of the other Istituto Marangoni Schools)
- Transfer from the IM London School to another Higher Education provider at the request of a student;
- Transfer as a result of exceptional circumstances, enacting the IM London School's Student Protection Plan.

## 2. Scope

This summary document applies to all applicants and students wishing to transfer to or from one of the IM London School's programme of study to another Istituto Marangoni School or to another Higher Education provider as well as students transferring from another Istituto Marangoni School or Higher Education provider to the IM London School.

## 3. Transfer

### 3.1 Transfer to the IM London School from another Higher Education provider: Recognition of Prior Learning<sup>1</sup>

In response to a request from a student from another provider or the provider seeking to initiate such a transfer the IM London School will undertake:

- i) A standard admission process of review of a student onto a similar or equivalent programme on the basis of the student's suitability for the course alongside expected (or actual) completed higher education credits, English language requirement (as appropriate) and level of prior study as appropriate. This process will be undertaken by the Admissions team [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com), in accordance with the **Manchester Metropolitan Admissions Policy**<sup>2</sup> and the **Manchester Metropolitan University Recognition of Prior Learning Policy**<sup>3</sup>.

Students wishing to transfer into the School from another

higher education provider should contact the IM London School's Admissions team [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com) in the first instance.

### 3.2 Transfer between programmes of study at the London School: Course Transfer

In response to a student initiating a request to transfer to another course of study via the Student Services team [academicsservices.london@istitutomarangoni.com](mailto:academicsservices.london@istitutomarangoni.com) or the Programme Leader, the London School will consider such transfer on the basis of the following:

- i) Suitability to the course, the expected (or actual) completed higher education credits, level of study and relevant evidence of academic engagement in the subject. An advisory meeting with the exiting and receiving programme leader will normally be undertaken during the **Istituto Marangoni course transfer**<sup>4</sup> process, with an Admissions report undertaken and transfer reported to Manchester Metropolitan Admissions office for credit transfer (where appropriate).

### 3.3 Cross School transfer between Istituto Marangoni Schools

Students wishing to transfer between Istituto Marangoni Schools, will receive advice from the Admissions team of their current School (for example, London Admissions team [admissions.london@istitutomarangoni.com](mailto:admissions.london@istitutomarangoni.com)), in line with the entry requirements. The Admissions team of the student's current School will collect the expected (or actual) completed higher education credits, English language requirement (as appropriate), level of study and relevant evidence of academic engagement in the subject.

The formal admission process is undertaken by the destination School (Admissions team and Programme Leader) and Manchester Metropolitan University (for the London and Paris Schools) in line with the relevant **Manchester Metropolitan University Recognition of Prior Learning Policy**<sup>5</sup> (for the Milan and Florence Schools) and Collaborative Partnership Articulation Agreement (for the Mumbai and Shanghai Schools).

### 3.4 Transfer from the IM London School to another provider: Course Withdrawal<sup>6</sup>

Should a student initiate a request to transfer to another provider, normally via the Student Services team [academicsservices.london@istitutomarangoni.com](mailto:academicsservices.london@istitutomarangoni.com) or the Programme Leader, the London School will undertake the following:

- ii) An advisory meeting with the programme leader will normally be undertaken with a **Course Withdrawal**<sup>7</sup> form to

<sup>1</sup> See Recognition of Prior Learning guidance [here](#)

<sup>2</sup> See Recruitment and Admissions Policy [here](#)

<sup>3</sup> See Recognition of Prior Learning Policy [here](#)

<sup>4</sup> See Academic Regulations Handbook [here](#)

<sup>5</sup> See Recognition of Prior Learning Policy [here](#)

<sup>6</sup> See Academic Regulations Handbook [here](#)

<sup>7</sup> See Academic Regulations Handbook [here](#)

be completed by the student. The subsequent **Manchester Metropolitan Exam Board** will formally confirm any completed credit, level attained or eligibility for exit award. The Student Services team academicservices.london@istitutomarangoni.com will facilitate the student to transfer to another provider including, where appropriate, the provision of a transcript from its validating University or a record of progress.

### 3.5 Transfer to the IM London School in response to another UK Higher Education provider's Student Protection Plan

The London School is able to consider requests from other institutions invoking their own Student Protection Plan requiring individual or collective student transfers on a case by case basis. In such circumstances, institutions should contact the London School Director, c.gorse@istitutomarangoni.com in the first instance.

A standard admission process of review of a student onto a similar or equivalent programme on the basis of the student's suitability for the course alongside expected (or actual) completed higher education credits, English language requirement (as appropriate) and level of prior study as appropriate. This process will be undertaken by the Admissions team admissions.london@istitutomarangoni.com, in accordance with the **Manchester Metropolitan Admissions Policy**<sup>8</sup> and the **Manchester Metropolitan University Recognition of Prior Learning Policy**<sup>9</sup> (if appropriate)

### 3.6 Transfer as a result of exceptional circumstances, invoking the London School's Student Protection Plan<sup>10</sup>

The London School is committed to enable unaffected continuation of programme delivery and if required, 'teach out' for students studying on programmes in line with Istituto Marangoni and (as appropriate) Manchester Metropolitan University strategy.

In the unlikely event that continuation of study cannot be maintained within the London School, the London School commits to support student(s) to transfer to an equivalent programme either within Istituto Marangoni (for example, the Paris School validated by Manchester Metropolitan University), its validating University, Manchester Metropolitan University or another Higher Education provider as set out in its **Student Protection Plan**<sup>11</sup>.

## 4. Refund and Compensation Policy

The London School complies with criteria relating to any refund of tuition fees and any other relevant fees paid as set out in its student **Terms and Conditions**<sup>12</sup> (T&C'S). These are made available to applicants during the application and enrolment process and to current students, during the re-enrolment process. These terms and conditions specify the criteria governing refund and compensation arising from the **Student Protection Plan**<sup>13</sup>, including for example, any

additional travel costs as a consequence of a required change in location of study.

## 5. Advice and Support

Academic advice and support regarding programme transfers will be available via the relevant Programme Leader. Personal advice will be available from Student Services team academicservices.london@istitutomarangoni.com and any relevant immigration, financial and admissions advice will be available from the Admissions team admissions.london@istitutomarangoni.com.

In the exceptional event that the London School's **Student Protection Plan**<sup>14</sup> being enacted, further School advice and support will be available from the Registrar, d.rainsbury@istitutomarangoni.com via email, website, FAQ and drop-in service on an individual and/or collective basis.

## 6. Related policies/procedures-

Admissions Policy - [available here](#)  
Istituto Marangoni Terms and conditions - [available here](#)  
Recognition of Prior Learning - [available here](#)  
Istituto Student Protection Plan - [available here](#)

<sup>8</sup> See Recruitment and Admissions Policy [here](#)

<sup>9</sup> See Recognition of Prior Learning [here](#)

<sup>10</sup> See Student Protection Plan [here](#)

<sup>11</sup> See Student Protection Plan [here](#)

<sup>12</sup> See Student Terms & Conditions [here](#)

<sup>13</sup> See Student Protection Plan [here](#)

<sup>14</sup> See Student Protection Plan [here](#)