

London Contemporary Dance School (The Place)

Student Transfers Arrangements Statement

Name of Policy Writer	Lead Post Holder	Date approved	Approved by	Review Date
Y Curtin	Head of Registry and Quality	February 2025	Academic Board	February 2028

LCDS Student Transfer Arrangements

London Contemporary Dance School (LCDS) is committed to supporting students to transfer between higher education providers where this proves necessary or desirable to enable individual students to complete their degree.

Incoming Student Transfer

There may be instances where students have started their studies at a different higher education provider and would like to transfer to complete their studies at LCDS. Each year we offer a small number of applicants the opportunity to transfer onto the BA (Hons) Contemporary Dance course directly into the second year, or onto a Postgraduate course, on a case-by-case basis and if places are available.

LCDS operates under the Accreditation of Prior Learning process and procedures of the validating university, University of the Arts London (UAL), which allows students to use existing qualifications and experience towards the entry requirements.

Applicants will still be required to complete an application form by the deadline and be seen at an Admissions Workshop, for undergraduate and/or interview for postgraduate. Alongside this they will also need to meet the following criteria:

- Currently I am studying on a course in an equivalent subject area.
- Have covered sufficiently similar content to that of our first-year students.
- Successfully completed 120 credits (undergraduate) or 60 credits (postgraduate) at the time of entry, in the equivalent units/modules on their current course and demonstrate the potential to succeed on the course. Offer of admission will be conditional until official documentation (e.g. university transcript) of credits successfully completed has been received.
- Meet current requirements for LCDS to sponsor their visa if required.

If an applicant feels they meet these criteria, they should contact the Admissions and Registry Manager in the first instance and the admissions team can then assess their eligibility and consider their application. Applications made after the deadline will not be considered for approval.

LCDS does not permit students to enter directly into the third year of the BA (Hons) course, because UAL as degree-awarding body requires students to have studied at least two thirds of the course with them in order to award the degree.

International Student applications to transfer.

Course transfer is an admissions policy and standard UAL and LCDS admissions checks with regards to immigration and student fee status will apply. Offer of admission will be conditional until official documentation (e.g. university transcript) of credits completed has been received. Candidates must meet current requirements for LCDS to sponsor their visa if required.

Outgoing Student Transfer

Students who are registered on a course at LCDS and wish to transfer to a course at another higher education provider should refer to the [Time Out and Withdrawal Policy](#) for further guidance. They should discuss their withdrawal with the Director of their course, before completing the Change of Circumstance Form. LCDS will produce a transcript to assist any student seeking to transfer to another provider.

Transfer between courses

Due to the small number of courses offered at LCDS, and their specialist nature, there are limited opportunities for students to transfer between courses. However, from time to time there may be opportunities to transfer onto a Postgraduate course. Students will still be required to meet the entry requirements of the course. If a registered student is considering transferring to another course they should speak to their Course Leader in the first instance, and as soon as possible. If a transfer is considered possible and appropriate the transfer will be sent to the Director of the Course for approval. Normally students will transfer at the start of a specific year of study, or at an appropriate entry point and will be required to complete two thirds of the course to be eligible for the final award.