

Guidance Note: Transferring in to, or out of, Falmouth University

1. Introduction

- 1.1. Falmouth University welcomes students bringing prior learning into the University and supports students to take learning achieved at Falmouth to other institutions.
- 1.2. This guidance note supports potential applicants and students to understand how they can request to transfer learning from another degree awarding institution (e.g. University) to Falmouth University and how they can take their learning from Falmouth to another institution.
- 1.3. We can also support applicants to bring prior learning from other contexts (e.g. professional qualifications). This is governed by our Accredited Prior Learning Policy and Accredited Prior Learning procedure and is not covered by this guidance note (see section five below).

2. Credit

- 2.1. Like most organisations with degree awarding powers in the UK, Falmouth University uses credit to measure the amount and complexity of learning undertaken.
- 2.2. By using credit it is often possible to change institution or course without having to start again by having your prior learning recognised toward your new course. This may mean that you could be exempted from parts of the course and therefore have advanced entry into a course (e.g. start in the second year of a three-year degree) or not have to study particular units/modules within the new course. This is called Accredited Prior Learning.
- 2.3. Credit is awarded when a student has demonstrated (usually through assessments like coursework, exams, or presentation) that they have met the learning outcomes assigned to individual units/modules that make up a higher education degree course. Learning outcomes are what you know, understand and are able to do once the learning is completed.
- 2.4. When you want to take learning from one organisation to another, particularly, within the UK and European Union you may be asked to provide evidence of how much learning you have undertaken, the learning outcomes achieved and where and when you undertook the learning. In many cases this can be demonstrated by a qualification certificate or transcript and unit/module descriptors provided to you by your institution.
- 2.5. More information about credit can be found in the [QAA guide: Academic credit in higher education in England – an introduction \(2009\)](#).

3. Transferring learning to Falmouth University

- 3.1. If you would like to join Falmouth University and bring learning you've achieved elsewhere with you, you will need to complete an application form as normal – if you have any questions about this, please contact our [Future Students team](#). To support your application, you may want to request a transcript and the unit/module specifications from your existing/prior institution as we will likely need these as part of the Accredited Prior Learning Procedure.
- 3.2. We will then progress your application and, if it's appropriate consider your prior learning through our Accredited Prior Learning procedure. If it is, we will support you to fill out a further

from about your previous learning and discuss this further with you (see below for related policies/procedures).

- 3.3. You can get an idea about how your prior learning might apply to a Falmouth University course by looking at our [course catalogue](#) and reading the learning outcomes detailed on the course and module specifications.
- 3.4. When we consider whether your previous learning can be used to exempt you from parts of the course you want to join at Falmouth there are three key things we will be looking at:
- How much learning have you achieved (how many credits you have and how complex was the learning);
 - Whether the learning outcomes you have achieved elsewhere are equivalent/compatible to the learning outcomes on the Falmouth course and, if so how many. The learning outcomes do not need to be identical, or grouped in the same way.
 - Is the learning still current? For example, if you gained 60 credits studying computing ten years ago, this may no longer be applicable to the modern subject.
- 3.5. There are a few things to be aware of:
- You will need to let Student Finance England know when you change University/Course.
 - You can't receive APL for part of a module at Falmouth University. For example, if you have achieved the equivalent of two out of three learning outcomes of a Falmouth University module, you will not be exempted from that module.
 - You can transfer a maximum of two thirds of the credit required for the award. For example, a BA/BSc(Hons) represents 360 credits so you could bring a maximum of 240 credits of learning with you.
 - We will never exempt you from studying the final project/portfolio/dissertation module;
 - Only work that you complete at Falmouth University will be used in your final degree classification.
- 3.6. We will make an academic judgement about how/whether your prior learning can be applied to the course you want to study based on the conversations we have with you and the information you provide us with.

4. Transferring from Falmouth University to another University

- 4.1. If you want to take learning you've achieved at Falmouth to another institution, you need to be aware that each institution has its own rules on how students can bring learning with them. You should look at their website and contact their admissions department to ensure you know what you need to provide them with.
- 4.2. If you are thinking of leaving, you are also welcome to talk to your current course team about the options you are considering and how these may be compatible with the learning you've achieved with Falmouth.
- 4.3. We can support you by providing you with an interim or final transcript which demonstrates your achievement (Contact student.admin@falmouth.co.uk if you would like this). You can also show your new institution the learning outcomes you have achieved by giving them links to the modules in our [course catalogue](#). In most cases we will also be able to provide you with a reference if it's needed, although if you have left as a result of a disciplinary process (e.g. academic misconduct) we may decline to do so.

4.4. There are a few things to be aware of:

- a) If you have not completed your studies, or have left the University before the end of the academic year, you will need to formally withdraw.
- b) You will need to let Student Finance England know when you change University/Course.
- c) The institution you are going to apply to will be responsible for determining whether your prior learning is compatible with their course. Falmouth University cannot influence their decision;
- d) Transcripts and references will only be provided where there is no tuition fee debt owed to the University (see the Fee's Policy).

5. Related Policies

All policies documents referred to below are available on [our website](#)

- a) Accredited Prior Learning Policy
- b) Accredited Prior Learning Procedure
- c) Fees Policy
- d) Regulations for registration, enrolment, [internal] transfer, attendance, intermittence and withdrawal
- e) Terms and Conditions