

**Student Transfer Arrangements**

With regard to the Office for Students **Notice under general ongoing condition of registration F2: Student transfer arrangements**, December 2019,Sotheby’s Institute of Art – London is required to publish a statement about arrangements concerning students transferring from a course at one UK higher education provider to a different course provided by the same or a different UK higher education provider.

Because of the specialised nature of its postgraduate programmes, the Institute has no formal transfer arrangements with a different UK higher education provider. Applications for transfer into Institute programmes will be considered on a case by case basis, in the context of the Accreditation of Prior Learning policy of the validating body, the University of Manchester. A student’s eligibility for transferring into an Institute programme will be assessed on the following criteria:

* The compatibility of the modules/grades from their previous study against their chosen Sotheby’s Institute of Art – London programme and its modules.
* Analysis of the transcripts of the student’s previous studies. Please note that no decision will be made on an application until we receive a copy of the transcripts of previous study (or, if the student is still yet to complete this study, a partial transcript including details of all outstanding modules).
* The quality of the student’s academic reference and personal statement.

Students registered at the Institute who feel their interests and aspirations will be better served studying a Master’s programme at another higher education provider will be provided with a transcript of any credit they have achieved and a reference to facilitate their application.

MA students completing the first two weeks of their programme, which comprises the first two weeks of the cross-MA unit MASC 01 Navigating the Art World, can apply to transfer to a different MA programme within the Institute. An application to transfer to another MA programme will not normally be considered after this period, so a student considering this option should discuss it with their Programme Director as soon as possible.

January 2020