

## **Transferring Programmes of Study: Frequently Asked Questions**

This page features frequently asked questions about transferring programmes of study within, to, or from the University of Sunderland. It also covers specific questions relating to international students that require a visa to study in the UK.

It is important that you read the answers to these questions very carefully and consult the University of Sunderland Transfer Policy, which can be found [here](#), before making any decision on whether to apply to transfer programmes of study. This is particularly important for international students studying here on a visa, as such transfers can have a significant impact upon your immigration status within the UK.

Please note that all transfers are subject to programmes running and cohort places being available.

### **Can I change from my current programme of study to another within the University of Sunderland?**

In principle, you can transfer onto any alternative programme of study within the University, including our London and Hong Kong Campuses, where you are able to satisfy the entry requirements of that programme and there is an available place to do so. Depending on how far you have progressed through your current programme and the commonality between that and your intended programme will determine at which point of study you are able to enter the new programme. Please note that on occasions this may require you to start your new programme of study afresh, which can affect the fees that need to pay to the University of Sunderland.

Please refer to the University of Sunderland Transfer Policy for more details. This can be found [here](#).

It is very important that you seek advice from our team of Student Financial Advisors before deciding on whether to apply to transfer to establish if this would have any financial impact for you. For more details on the service that they provide and details on how to contact them, please visit their area on our website, which can be found [here](#).

Please note that it is not possible to transfer internally from another University of Sunderland programme to MBChB Medicine. To undertake this programme, all students must either successfully complete their current course of study, with a minimum of a 2:1 award, or apply to join afresh and, if accepted, withdraw from their current programme of study. All prospective students must check the undergraduate and graduate entry requirements for MBChB Medicine before applying.

### **Can I transfer to the University of Sunderland from another institution?**

It is possible to transfer to the University of Sunderland from another institution, providing you can satisfy the entry requirements of the intended programme. Please be aware that entry requirements for your intended programme of study may differ from those of your current one, even if they share the same programme title, so it is very important that you establish whether you meet all entry criteria before anything else.

Please note that the University of Sunderland will not usually accept requests to transfer onto MBChB Medicine from students that are partway through a Medicine or Dentistry degree at another institution. Please contact the MBChB Admissions Tutor if you wish to discuss this further.

For further details on applying to study at the University of Sunderland, please contact our Student Helpline either by:

Email – [student.helpline@sunderland.ac.uk](mailto:student.helpline@sunderland.ac.uk)

Telephone – 0191 515 3000

### **Can I transfer from the University of Sunderland to another institution?**

In principle, it is possible to transfer to another university but eligibility to do so will be at the discretion of your intended institution. That eligibility will be determined by many factors, including entry requirements that may differ from those at the University of Sunderland. Your intended university will inform you of their admissions process, which in some cases may require applying through UCAS again. Please note that some departments or programmes within other universities may not even accept student transfers regardless of a student's academic standing.

If you are considering leaving the University of Sunderland, please speak to your programme leader or personal tutor in the first instance, as they may be able to offer advice on what options are available to you academically.

It is very important that you seek advice from our team of Student Financial Advisors before making a decision to transfer away from the University of Sunderland, as it may have financial implications. For more details on the service that they provide and details on how to contact them, please visit their area on our website, which can be found [here](#).

### **Can I transfer between the University's Sunderland, London and Hong Kong campuses?**

It is possible to transfer between the University's different campuses as this would essentially be treated in the same way as an internal programme transfer within a single campus. Entry requirements onto your intended programme of study will have to be satisfied and both your current and intended Programme Leader will need to approve the transfer.

In principle, you can transfer onto any alternative programme of study that is offered by the University of Sunderland across each of its campuses. As with any internal transfer, you must satisfy the entry requirements of your intended programme and there has to be an available place to take you. Depending on how far you have progressed through your current programme and the commonality between that and your intended programme will determine at which point of study you are able to enter the new programme. Please note that on occasions this may require you to start your new programme of study afresh, which can affect the fees that need to pay to the University of Sunderland.

Please refer to the University of Sunderland Transfer Policy for more details. This can be found [here](#).

It is very important that you seek advice from our team of Student Financial Advisors before deciding on whether to apply to transfer to establish if this would have any financial impact

for you. For more details on the service that they provide and details on how to contact them, please visit their area on our website, which can be found [here](#).

**I currently study at one of your overseas partner institutions, can I transfer to another institution that you are in partnership with?**

It is possible to transfer between University of Sunderland accredited programmes of study, where they are delivered at different overseas institutions. You will be subject to the intended institution's admissions process, so you must check with that institution what their requirements for admittance onto a programme of study there are. As with any other transfer between University of Sunderland programmes of study, no matter the location of study, both your current and intended programme leader will have to authorise the transfer before it can take place. Furthermore, it may be necessary to obtain a study visa if your intended institution is based in another country.

It is very important that you seek all relevant advice from members of staff at both institutions before proceeding with any such request.

For further details on what programmes of study are available through our various international partner institutions, please see our website [here](#).

**I am an international student considering transferring to a different programme of study within University of Sunderland. Will this affect my Tier 4 visa?**

This will depend on a number of different factors, such as when you applied for your visa, the academic level and length of the programme of study that you would like to transfer to. If the intended programme of study is of an equivalent academic level (e.g., your current and intended programmes are both at Bachelor's Degree level), and the new programme of study can be completed within your current visa timeframe, then this is often allowed. However, there are many aspects to consider around visas and different programmes of study that may impact upon your individual position. Due to such complexities, it is very important that you speak to our International Student Support Team before making a decision on whether to transfer.

As a current student of the University, please contact our International Student Support Team by raising a ticket in Compass, which can be accessed via My Sunderland, [here](#).

For more general information relevant to international students studying at the University of Sunderland, please see [here](#).

Please note that we are currently only able to accept applications for the MBChB Medicine from home (UK), fee-paying students.

**I am an international student currently studying in the UK on a Tier 4 visa and would like to know if it's possible to transfer between different institutions on the same visa?**

No, you will need a new visa that relates specifically to the university that you wish to move to. For example, should you wish to transfer to the University of Sunderland, we will need to sponsor that visa whereas your existing visa will be sponsored by your current institution. In the absence of having received your new visa, the minimum requirement is being able to provide evidence that you have applied for one. We can advise you on what steps you need to take in order to study here. Many students have different circumstances that can influence such requirements, so it is very important that you contact our Student Administration team in advance of coming here to study to ensure that you are able to fulfil all necessary steps in

time for the commencement of your intended programme of study. Please be aware that you may need to return to your home country to apply for a new visa.

As a current student of the University, please contact our International Student Support Team by raising a ticket in Compass, which can be accessed via My Sunderland, [here](#).

To contact our Student Administration Team, please email them at: [studentadmin@sunderland.ac.uk](mailto:studentadmin@sunderland.ac.uk)

For more general information relevant to international students studying at the University of Sunderland, please see [here](#).

Please note that we are currently only able to accept applications for the MBChB Medicine from home (UK), fee-paying students.

**If I am able to meet the academic entry requirements for another programme of study, can I automatically transfer onto it?**

Not necessarily. Some programmes of study have additional entry requirements, particularly where they have been validated by a Professional, Statutory and Regulatory Body (PSRB), or you will be required to undertake a work-based placement where you engage with the public, children or vulnerable adults. Some additional admissions steps can include some or all of the following:

Interview – this can be with academic members of staff within the University, professionally qualified employees of placement providers and even members of the public engaging with the University's Patient, Carer, Public Involvement (PCPI) academic initiative.

Disclosure Barring Service (DBS) – where programmes of study involve a compulsory placement element to meet PSRB requirements to obtain an award, a student's admission will require applying for and passing a DBS check. This will be a requirement where the placement involves working with children and vulnerable adults.

Self-Declarations – these can relate to your health or your conduct, and sometimes both.

Health Screening – for some programmes of study, particularly those that require placements to be undertaken around NHS patients, you may be required to undertake a health screening assessment and also receive certain vaccinations against some illnesses that you may encounter on placement.

All of the above measures are included as part of the University's admissions process, where appropriate, to ensure safe recruitment decisions are made and students are not put in situations that they may find unsuitable/difficult.

**If I transfer to a new programme of study, will I have to start from the beginning or can I transfer passed credits from my current course?**

At which stage you join your new programme of study largely depends on the commonality of academic content between that and your current programme and how much of your current programme that you have already successfully completed. Each application to transfer will be considered on a case-by-case basis and should a transfer be possible a decision will then be made on whether credits already gained can be transferred to allow you to receive Accreditation for Prior Learning (APL), i.e., how much of your new programme you will still need to complete to achieve your award. You must speak to the Programme Leader of your intended new programme to determine what can or cannot be transferred.

Depending on how much of your original programme you have successfully completed, and the academic equivalency to the programme that you would like to apply for, you may be eligible to enter the new programme with advanced standing by applying for Accreditation of Prior Learning (APL). For details on how to apply for this, please see [here](#).

Please note that where comparable study cannot be demonstrated, it be necessary to start that programme from the beginning again. Furthermore, should you wish to transfer to a programme of study at another university, you may need to start that programme from the very beginning regardless of previous achievements.

### **How will transferring programmes of study affect my student funding?**

There are a number of variables that can cause there to be financial implications when transferring programmes, so it is very important that you seek advice from a Student Financial Advisor at the earliest opportunity to establish how it will impact upon your personal student finance position. If your transfer requires additional years of study on top of those already completed on your current programme of study, this will almost certainly incur additional fees.

If you are looking to change to a different university, please ensure that you contact an equivalent member of staff there first. Please also remember that fee levels may be different at other institutions.

### **Do I need to inform Student Finance of my change of programme and/or university?**

Yes.

### **At what point in the academic year can I transfer?**

There are generally two points within an academic year where you can transfer internally, although this may differ at other universities.

At the beginning of the academic year:

The deadline for transferring will often vary from programme to programme and will almost always be based upon the volume of academic engagement that could be reasonably caught up by an incoming student.

At the end of the year:

If you decide to transfer courses beyond the point that is deemed reasonably acceptable in terms of catching up on missed academic engagement in your intended course, you will typically have to wait until you have completed your current academic year. There are a number of variables that will inform your decision to complete the current academic year that you are studying, including required credits to transfer to your preferred point of entry on your intended course, or the impact that it will have upon your student finance. Such decisions should not be taken without consultation with the relevant people.

Depending on the academic commonality of the two programmes in question, whilst highly unusual, it may be possible to transfer mid-year. This would be entirely at the discretion of the two Programme Leaders in question, so it is essential that you discuss the matter with both of them to establish what options are available to you.

### **Can I transfer back if I don't like my new programme or study location?**

Generally speaking, if your initial transfer was in-year it would not be possible to then reverse transfer, largely down to the fact that the administrative process behind all of this would take you beyond the threshold for reasonably catching up on missed academic engagement.

If you wanted to transfer back to your original programme having completed a full academic year on your new programme, you would be subject to the same criteria as though transferring in the first place, which could mean having to start from the stage from which you transferred originally. You would need to speak to the Programme Leader on your original programme of study and give a sound academic rationale for deciding to move back when you had originally determined that this programme did not fully meet your demands.

### **I have outstanding debt with the University of Sunderland, can I transfer programmes?**

No, you will not be able to transfer programmes whilst you are in debt to the University, but could do so as soon as this has been cleared. If you are experiencing problems clearing any amount of debt, it is very important that you seek advice from our team of Student Financial Advisors at the earliest opportunity. For more details on the service that they provide and details on how to contact them, please visit their area on our website, which can be found [here](#).

### **I have been withdrawn from my programme of study, can I transfer to a different programme within the University of Sunderland.**

No, you will need to apply for another programme of study as you would coming to the University as a new student. Depending on how much of your original programme you have successfully completed, and the academic equivalency to the programme that you would like to apply for, you may be eligible to enter the new programme with advanced standing by applying for Accreditation of Prior Learning (APL). For details on how to apply for this, please see [here](#).

Please note that should you have outstanding debt with the University, you will not be admitted onto a new programme of study. Should you wish to seek advice on what options are available to you, please contact our team of Student Financial Advisors at the earliest opportunity. For more details on the service that they provide and details on how to contact them, please visit their area on our website, which can be found [here](#).

### **The university that I would like to transfer to has asked for an academic reference. Where can I get one of these from?**

Either your current programme leader or personal tutor will need to provide this for you, so you will need to contact them in the first instance. If you are unable to contact them direct, please contact our Student Gateway Team at: [gateway@sunderland.ac.uk](mailto:gateway@sunderland.ac.uk)