

## University of Sunderland Transfer Policy

The University of Sunderland (UoS) is committed to supporting the successful progression of its students through their academic journey, helping them to realise their full academic, professional and personal potential. In doing so, we recognise that on occasions students may wish to change from their chosen programme of study to another which they feel is more suitably aligned to their career aspirations or is of greater academic interest. This may be applicable to current UoS students or those at other Higher Education Institutions (HEIs) wishing to move to UoS. Sometimes this can mean a UoS student wishing to move to another HEI and this can be for a variety of reasons, such as a desire to move nearer to friends and family.

In principle, students can transfer onto alternative programmes of study, providing the entry requirements can be met. However, even where entry requirements are satisfied, it will also be dependent on there being a place available within the preferred cohort of study. Furthermore, depending on a student's current stage of study and the commonality between the present and proposed programme, it may be necessary to start this programme anew or repeat study at a level that has already successfully been passed on the current programme. UoS support student success by ensuring that those commencing one of its programmes have the requisite knowledge and skills to do so, at any proposed level of entry. Therefore, whilst Accreditation of Prior Learning (APL) will always be considered, where applicable, it is not guaranteed that a student transferring onto a new programme will be able to commence study at the subsequent stage to that which they would have otherwise successfully progressed from on their original programme.

Before applying to transfer programmes, advice should be sought by the student from their current personal tutor and/or Programme Leader to explore all potential options that may lessen the disruption to studies that can be caused by such a move. This is a big decision to make, so time should be taken to talk to all of the relevant student support services to get a full understanding of not only the academic impact but also the more practical implications such as fees, funding, scholarships/bursaries and accommodation charges, particularly where additional years of study will be required. UoS strongly recommends anyone thinking of transferring to contact the UoS Gateway Team to be signposted to all relevant services. Overseas students whose domicile is outside of the EU should seek immediate advice from the UoS International Student Support Team to establish the impact any proposed transfer will have on their visa. There can be significant financial implications for students who change intakes, therefore it is essential that students who are in receipt of student loans seek support from the Student Financial Advice team before completing the transfer request form.

If, after seeking all necessary advice, an application to transfer is deemed the most appropriate course of action, below summarises the steps involved.

### **Transferring between UoS Programmes**

Where a decision has been made that a different programme to the one originally enrolled upon more suitably meets the future aspirations of a UoS student, it may be possible to undertake an internal transfer where appropriate. After speaking to their current Programme Leader, a student wishing to transfer to an alternative programme of study within the university

should contact the Programme Leader of the new programme to establish if they are eligible to move. Students will still need to meet the academic entry requirements of the accepting programme and may need to satisfy additional Student Clearance Checks, such as a Disclosure Barring Service, health checks, interview and/or assessment. Such a transfer is typically more straightforward where both programmes share greater equivalency in taught content and learning outcomes, increasing the potential for APL being granted.

If both Programme Leaders are happy to authorise the transfer, they both need to sign a Notice of Transfer form which can be obtained through the online student support system, Compass, via My Sunderland. Once completed, this form should be submitted to either the City Campus or St. Peter's Gateway desk for the UoS internal transfer process to be initiated.

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.

### **Transferring to UoS from Another HEI**

It may be possible for students studying on programmes at other HEIs to transfer to UoS where they wish to continue on a comparable programme of study. Entry requirements will need to be met, as with starting any programme of study. There may be additional requirements for entry onto the UoS programme from those of the current programme being studied, known as Student Clearance Checks, such as Disclosure Barring Service, health checks, interview and/or assessment. It is, therefore, imperative that the relevant entry criteria is established before applying to transfer. Consideration for advanced standing will be evaluated on a case-by-case basis and eligibility to do so will largely depend on the equivalency of the academic content and learning outcomes between the two programmes in question. Where appropriate comparable study can be demonstrated, it may then be possible to be awarded APL to achieve advanced standing. Any student wishing to apply for advanced standing may be granted a maximum of two-thirds of an award as APL at UoS. The relevant UoS Programme Leader should be consulted on the possibility of APL prior to applying to transfer. They will also explain the process required to be undertaken for applying to transfer to UoS. Appropriate advice should also be sought from the relevant student support services at the current HEI to establish what financial impact such a transfer would have. This will be particularly important where additional years of study are required. Non-EU overseas students must also seek advice on visa implications before applying to transfer.

Please note that marks awarded for any credits imported by APL will not be used in the calculation of UoS degree classifications. For full details on how we calculate our degree classifications, please refer to our Academic Regulations.

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.

### **Transferring from UoS to Another HEI**

Current UoS students wishing to transfer to other HEIs, having already sought the necessary advice from the current Programme Leader and relevant student support services, will need to contact the relevant personnel at the chosen institution to establish whether a transfer onto

the desired programme is possible and what credits successfully gained at UoS, if any, can be transferred onto the new programme by APL. Contact details will usually be provided on the website of an HEI or can be obtained through UCAS. The proposed new HEI will provide advice on how to apply for a transfer onto one of their programmes, should it be possible.

Once agreement with the new HEI has been made, the student must complete a Voluntary Withdrawal Form as soon as possible, which will need to be authorised by their current UoS Programme Leader. This form can be obtained through the online student support system, Compass, via My Sunderland. Once completed, it should be submitted to either the City Campus or St. Peter's Gateway desk for the UoS withdrawal process to be initiated. Please note that the withdrawal date will be taken as the date of submission of this form and could impact the levels of fees that you are charged for that particular academic year. Once your withdrawal has been formally processed, you will be issued with a transcript of results formally detailing all of the modules that you have studied in your time at UoS, including the marks and accumulated credits. Students will need to present this to their new HEI as evidence of any credits successfully gained. If required, and upon request, UoS can also provide an academic reference to support your application to transfer. Please ask your Programme Leader or personal tutor about this.

Please note that any programmes accredited by a Professional, Statutory and Regulatory Body (PSRB), whether at UoS or another HEI, may dictate different requirements for entry or the transferring of credits for the purposes of APL. Students wishing to transfer onto PSRB-accredited programmes must establish in advance of application any such distinctions.