**Internal Transfer policy for postgraduate students**

**Introduction**

Students currently registered on a course at the University may apply to transfer to a different PGT course title before an award is made.

Students will be asked to provide a personal statement explaining why they want to transfer and why the new course would be more appropriate. This statement will be shared with members of staff who process transfer applications.

Applications for transfer may be approved where:

* the student meets the new course entry requirements as published in the Prospectus and
* a transfer is academically coherent and enables the new course learning outcomes to be met and
* the course can be completed within the maximum period of registration for the new course (to include time spent on old course).

The maximum period of registration for an on-campus postgraduate taught course is one further year of study for full-time and two further years for part-time. This maximum period includes where a course transfer is approved and any time spent on temporary withdrawal.

**Types of PGT internal transfer**

The following types of internal transfer set out below may be considered.

Transfer at the start of the academic year

Students may apply at the beginning of the academic year to transfer to a different course title. Students should contact the School for further details.

Applications may be made from the Monday of week 1 to the Friday of the second week of teaching in Semester 1. Students must be registered on the new course title and modules by the end of week 3. In some cases, spaces on optional modules may not be available. (New students should contact Admissions about a course change if this is before the start of the academic year.)

In-year transfer for the start of semester 2

In-year transfers for Semester 2 can be made and will be considered in a limited number of cases. Students should contact the School for further details.

The School must ensure that the new course learning outcomes can be met and that any missed core module learning outcomes on the new course can be met, where appropriate.

An in-year transfer will not be approved where the structure of either the current or the new course consists of year-long modules.

Applications may be made from the last day of the Semester 1 teaching period to the Friday of the second week of teaching in Semester 2. Students must be registered on the new course title and modules by the end of week 3. In some cases, spaces on optional modules may not be available.

If approved the student will need to complete all assessments for Semester 1 to gain the credits required for the course. This includes any Semester 1 module resit/s which will be scheduled in the resit assessment period.

If the new course can be completed within the current period of leave on a student route visa, the transfer will be permitted by UKVI and the University will report this transfer to UKVI.

Transfer to a different course next academic year

Students who wish to temporarily withdraw from their current course and return to start a different course title next academic year, are required to contact [studentprogress@sussex.ac.uk](mailto:studentprogress.ac.uk) as this may have implications for fees and funding, and then contact the School to process the application.

Where a student on a study visa re-starts a new course in the next academic year, this will be reported to UKVI and the student will need to apply for a new visa from overseas to return to undertake the new course. Once the transfer is approved and providing there is enough time for the student to apply for a new visa, the University will consider issuing a new CAS (Confirmation of Acceptance for Studies).

No marks or credits already achieved will be used for award purposes.

Returning student will not be entitled to university housing.

Students who restart in the next academic year will be asked to sign a Learning Agreement to monitor and encourage engagement with the new course.

Online Distance Learning (ODL) transfers

Students may apply to transfer from an on-campus course to an ODL course, between ODL courses or from an ODL course to an on-campus course. Students should contact the School for further details regarding a transfer to an on campus course or the ODL Student Success Advisor for transfer to an ODL course.

The School or Student Success Advisor must ensure that the new course learning outcomes can be met, that any missed core module learning outcomes can be met, where appropriate, and that the course can be completed within the maximum period of registration for the new course (to include time spent on the old course).

The maximum period of registration for an on-campus course is one further year of study (full-time and part-time), including where a course transfer is approved and including any time spent on temporary withdrawal.

The maximum period of registration for online postgraduate masters courses is normally the minimum period plus 2 years, resulting in a maximum of 4 years. For online postgraduate certificate courses, the maximum period of registration is normally the minimum period plus 1 year, resulting in a maximum of 1 year 8 months.

A transfer will not be approved where the structure of either the current or the new course consists of year-long modules.

Transfer from an on campus course to an ODL course

Applications may be made after the last day of the Semester 1 teaching period for transfer from an on campus course to an ODL. Students must seek advice from Student Accounts regarding course fees for the on campus course.

If approved the student will need to complete all assessments for Semester 1 on the current course to gain the credits required for the new course. This includes any Semester 1 module resit/s which will be scheduled in the resit assessment period.

Students must be registered on the new course title and pay for and register on the first module before the start of the module. The start time for joining the ODL course will depend on the module schedule.

Transfer between ODL courses

Applications for transfer between ODL courses may be made at any time. Any transfer must enable the new course learning outcomes to be met and any missed core module learning outcomes on the new course to be met, where appropriate.

Students must be registered on the new course title and pay for and be registered on the first module before the start of the module. The start time for joining the ODL course will depend on the module schedule.

Transfer from an ODL course to an on-campus course

Applications for transfer from an ODL course to an on-campus course can be considered where the student has taken at least 60 credits on the ODL course. Where more than 60 credits have been taken on the ODL course the School must decide which 60 credits are the most academically coherent for transfer to the new on campus course.

An application may be made from the last day of the Semester 1 teaching period to the Friday of the second week of teaching in Semester 2. Students must be registered on the new course title and modules by the end of week 3 of Semester 2. In some cases, spaces on optional modules may not be available.

If approved, the student will need to complete any outstanding resits scheduled in the ODL resit assessment period for the 60 credits of ODL modules required for the award. This will usually be in the next designated ODL resit period.

Only marks achieved on the 60 ODL credits transferred to the new course will be used for award purposes.

Alternatively, an application may be made to transfer to an on-campus course for the start of the next academic year. In this case, no marks or credits already achieved will be used on the new course for award purposes.

Students requiring a Student Route Visa will need to apply for a visa for the campus course in order to commence the new course. Students must apply from their home country in plenty of time before the start of the new course. Once the transfer is approved and providing there is enough time for the student to apply for a new visa, the University will consider issuing a CAS (Confirmation of Acceptance for Studies).

**Transfer decisions**

The transfer is approved and complete when the school confirms this. Until this time, students must continue attending classes and completing assessment on the current course in case the transfer is declined.

Transfers will be declined if the new course is full and/or based on academic judgement in relation to meeting the new course learning outcomes within the maximum period of registration of the new course.

Students cannot appeal against a decision to decline an application to transfer course, as decisions are based on academic judgement.

If approved, a new Academic Advisor will be assigned and the student record updated.

The School will update the transfer on the system once approved, after first checking any visa queries with [studentprogress@sussex.ac.uk](mailto:studentprogress.ac.uk).

Students should note that course fees vary and the new course may have a higher tuition fee causing the fees to rise. If a student has a fee sponsor, students should check the sponsorship will be continued for the new course.

The University will inform Student Finance of course changes for students who are in receipt of a Postgraduate Master’s Loan. Students should contact them directly to find out how this may impact their loan payments.

**Variation of study**

Students who wish to remain on the existing course but wish to change a module within their course may apply to take a different module to replace one of the module/s, up to 30 credits.

The School must ensure that the course learning outcomes and any missed core module learning outcomes can be met, and that the level and credit volume of study is academically appropriate.

Students should contact their School Office to enquire about a course variation.

**Change of mode of attendance from full-time to part-time**

Requests to change the mode of attendance can be considered. The School must inform [studentprogress@sussex.ac.uk](mailto:studentprogress.ac.uk) of requests, provide a study plan and a rationale. Advice on implications on fees and visas will be given, noting that Tier 4 students cannot study PT under UKVI rules.

**Data Protection**

Personal data is processed by the University of Sussex and stored by ‘Campus Management’ (on the University’s behalf) in compliance with the General Data Protection Regulation. Further details about the University’s processing activities in relation to personal data can be found in our [privacy notice](https://www.sussex.ac.uk/about/website/privacy-and-cookies/privacy) and [Campus Management's privacy notice](https://www.campusmanagement.com/about-us/privacy).

AQP November 2023