



# **Arrangements for student transfers**

**Education Committee**

**Valid from Michaelmas term 2023**

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## Version control

1.0	January 2020	First publication
1.1	October 2023	Paragraph 4.12 added, to make clear that students wishing to transfer from a postgraduate research degree to a postgraduate taught course (e.g, DPhil to MSt or MSc by coursework) are required to make a standard graduate application. Approved by the Chair of Quality Assurance Sub-Committee by chair's action, September 2023, following approval of associated changes in regulations by Research Degrees Panel/Taught Degrees Panel in Hilary term 2023/Trinity term 2023.

## 1. Introduction

- 1.1. Transferring is the process whereby a current student, either at Oxford or at another institution, moves from one course to another, or one mode of study, for example full-time or part-time, to another.
- 1.2. This document does not cover arrangements for transfers of course which are the result of an examination or assessment decision. These arrangements are given in the relevant [Examination Regulations](#) or course handbook.

## 2. Students transferring to Oxford from another institution

### Taught courses (undergraduate and postgraduate taught courses)

- 2.1. Transfer into an Oxford taught course (undergraduate (UG) or postgraduate taught (PGT)) from another institution is not permitted. Students currently studying at another institution who wish to study at Oxford should follow the normal applications process for the course.
- 2.2. Students already in receipt of an undergraduate degree, and wishing to study a further undergraduate degree may apply for 'senior status'<sup>1</sup> at Oxford, allowing them to be admitted directly to the Final Honour School for the degree. Students should follow the normal applications process for the course selecting Year 2 as their point of entry.

### Postgraduate research degrees

- 2.3. Postgraduate research (PGR) students will normally only be considered for transfer to Oxford from another institution as a result of their main supervisor relocating to Oxford to take up an academic position.
- 2.4. Students wishing to transfer are required to complete a graduate application form. An application to Education Committee is also required to permit work undertaken and time spent at the previous institution to count towards the requirements for the relevant award ('antedated admission'). Permission may also be requested from Education Committee to waive transfer of status requirements, if appropriate. All applications must have the support of the relevant department<sup>2</sup> and of a college willing to take the student.

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<sup>1</sup> [Regulations for Senior Student Status, Examination Regulations](#)

<sup>2</sup> All references to department include faculties.

### **3. Oxford students transferring out to another institution**

#### **Taught courses (undergraduate and postgraduate taught courses)**

- 3.1. Taught course students can obtain a transcript of their results to date, usually from Student Registry. Information on the process and contact details are available on the [Oxford Student Website](#). The new institution will decide what recognition should be given to studies undertaken at Oxford.

#### **Postgraduate research degrees**

- 3.2. PGR students wishing to transfer to a new institution will need to discuss with the new institution its policy on transfer in of postgraduate research students.
- 3.3. PGR students whose supervisors leave Oxford should discuss with their supervisor and Director of Graduate Studies the available options which may include transferring to the new institution or remaining at Oxford with revised supervision arrangements. These revised arrangements could include continued supervision from their supervisor as an external co-supervisor.

### **4. Oxford students transferring between courses (including award aims)**

- 4.1. Students, and colleges and departments advising them, should ensure that all implications of a change in course, including funding, visa requirements, tuition fees, and, for PGR students, completion and milestone dates, have been considered and discussed before a change of course is agreed.

#### **Undergraduate courses**

- 4.2. Students wishing to transfer to another Oxford course may only do so with the permission of their college, the current department and the new department (if different). The new department and college in consultation will decide whether the new course may only be started from year 1 or whether to permit transfer to a later year of the course.
- 4.3. Where assessment completed for the original course may be considered towards the outcome of the new course, specific provision is made in the relevant [Examination Regulations](#). Where no such provision is made, permission may be requested via a dispensation granted by Education Committee.
- 4.4. Students wishing to transfer between award aims on the same course should discuss their circumstances with their college and department and follow the procedure given in the course handbook. See also section 6 below.

#### **Postgraduate taught courses**

- 4.5. Students wishing to transfer to another Oxford course may only do so with the permission of the current department, the new department (if different) and their

college. The new department will decide at what point the student may enter the new course and may require a full application for admission to be made.

- 4.6. Where assessment completed for the original course may be considered towards the outcome of the new course, specific provision is made in the relevant [Examination Regulations](#). Where no such provision is made, permission may be requested via a dispensation granted by Education Committee.
- 4.7. Students wishing to transfer between award aims, e.g. MSc to PGDip, on the same course should discuss their circumstances with their department and college (if applicable) and follow the procedure given in the course handbook. See also section 6 below.

### **Postgraduate research degrees**

- 4.8. Students wishing to start a new research project should apply through the standard graduate application process. This may also involve a change of department as outlined in 4.9.
- 4.9. Students wishing to transfer departments, e.g. as a result of a change in direction in their research, may only do so with the permission of both departments and their college.
- 4.10. Students wishing to transfer to a higher award aim, e.g. MLitt to DPhil, will usually be required to make a standard graduate application.
- 4.11. Students wishing to transfer to a lower award aim, e.g. DPhil to MLitt, excluding as a result of an assessment decision, require the permission of the department and the college. See also section 6 below.
- 4.12. Students wishing to transfer from a postgraduate research degree to a postgraduate taught course (e.g. DPhil to MSt or MSc by coursework) are required to make a standard graduate application; transfer between postgraduate research degrees and postgraduate taught courses is not permitted.

### **5. Oxford students transferring between modes of study (part-time/full-time)**

- 5.1. Students, and departments and colleges advising them, should ensure that all implications of a change in mode, including funding, visa requirements, tuition fees, and for PGR students, completion and milestone dates, have been considered and discussed before a change of mode is agreed.

### **Undergraduate courses**

- 5.2. All UG courses are offered exclusively on either a full-time or part-time basis.

- 5.3. There is no ability for students studying part-time undergraduate certificates or diplomas to study the same course full-time.
- 5.4. Students on a full-time undergraduate degree will only be permitted to study part-time if they have exceptional circumstances, normally on the grounds of disability as a reasonable adjustment under the Equality Act, which mean that they are unable to study at full-time pace. This change of mode requires permission via a dispensation granted by Education Committee.

### **Postgraduate taught courses**

- 5.5. The majority of PGT courses are offered exclusively on either a full-time or part-time basis.
- 5.6. There is no provision for students studying postgraduate taught courses offered solely part-time to study the same course full-time.
- 5.7. Students on postgraduate taught courses which are only offered full-time will only be permitted to study part-time if they have exceptional circumstances, normally on the grounds of disability as a reasonable adjustment under the Equality Act, which means that they are unable to study at full-time pace. This change of mode requires permission via a dispensation granted by Education Committee.
- 5.8. For the small number of PGT courses that offer both modes of study, students may, with the permission of their department and their college, change their mode of study from full-time to part-time (and vice versa) **once** during their studies, except where the [Examination Regulations](#) for the course prohibit any change.

### **Postgraduate research degrees**

- 5.9. PGR programmes vary as to whether they are offered only in full-time mode or in both part-time and full-time mode.
- 5.10. For students on PGR programmes that offer both modes, an application to switch from full-time to part-time, or vice versa, can be made. Details of the policy and process are provided in the [Policy and guidance on research degrees, section 2.3.3](#).
- 5.11. For students on PGR programmes that are only offered in full-time mode, students will only be permitted to study part-time with the support of their supervisor and department, and following approval of an application for a dispensation by Education Committee. Applications can be made on the grounds of disability as a reasonable adjustment under the Equality Act or on the grounds of other personal circumstances (e.g. caring responsibilities, employment).
- 5.12. For students on PGR programmes that are only offered in part-time mode it is not usually possible to transfer to full-time mode.

## 6. Additional considerations for students holding a Tier 4 student visa

- 6.1. Students holding a Tier 4 student visa transferring to another Oxford programme that results in a lower award aim, e.g. MPhys to BA Physics, DPhil to MSc(Res), will usually need to return home to obtain a new visa if they have not completed the requirements for the lower award at the time of transfer. Students, and colleges and departments advising them, should contact the Student Immigration team ([tier4compliance@admin.ox.ac.uk](mailto:tier4compliance@admin.ox.ac.uk)) for advice.
- 6.2. Students holding a Tier 4 student visa who change the length of their course should contact the Student Immigration team ([tier4compliance@admin.ox.ac.uk](mailto:tier4compliance@admin.ox.ac.uk)) for advice on the latest government requirements.
- 6.3. Students holding a Tier 4 student visa are not usually permitted to study part-time.
- 6.4. Students holding a Tier 4 student visa transferring to a new institution should contact their new institution for advice on visa requirements as their University of Oxford sponsored Tier 4 visa will no longer be valid.