

## STUDENT TRANSFER ARRANGEMENTS

1. The University of Suffolk recognises that occasionally students may begin their study on a course, but subsequently decide that they wish to transfer to another course and/or higher education provider. In such circumstances, we are committed to ensuring that our arrangements for incoming and outgoing student transfer enable a smooth transition for students, in accordance with the [Office for Students \(OfS\) regulatory framework](#) and, specifically, condition of registration F2 relating to student transfer.
2. Our student transfer arrangements cover:
  - i) students from other higher education providers who wish to transfer to the University of Suffolk or its partner institutions (“incoming student transfer”)
  - ii) internal student transfers between courses at the University of Suffolk and its partner institutions (“internal student transfer”)
  - iii) students who wish to transfer from the University of Suffolk or its partner institutions to another higher education provider (“outgoing student transfer”).

### Transferring from another higher education provider to the University of Suffolk

3. If you have previously studied at higher education level, you may be able to transfer some or all of the credit you obtained elsewhere to a related course at the University of Suffolk or its partner institutions, reducing the period of study time necessary to achieve your intended award. This is known as recognition of prior learning (or RPL).
4. Our approach to RPL is explained in our [Recognition of Prior Learning Policy](#), with additional information on the maximum credits that can be obtained via RPL within the [Framework and Regulations](#) for the relevant type of award. Arrangements for RPL are also summarised in our [General Regulations](#) and our [general terms and conditions of offer](#), which form part of the terms of the contract between you and the University.
5. Guidance on applying for RPL is available in our [Student Handbook](#). Our Admissions team and the relevant Course Leader can support you in applying for RPL. Please contact the Admissions team in the first instance on 01473 338348 or via email at [admissions@uos.ac.uk](mailto:admissions@uos.ac.uk).
6. For further information, please see [www.uos.ac.uk/content/recognition-prior-learning](http://www.uos.ac.uk/content/recognition-prior-learning).

## Internal course transfer

7. If you are an existing University of Suffolk student and wish to transfer to another course within the University or its partner institutions, you should talk to your Personal Tutor or Course Leader in the first instance, who can offer advice and guidance regarding your decision, including the implications in terms of credit transfer, progression and course duration.

8. You should also consider the financial implications, as requesting to transfer course may affect the tuition fees you are charged. You can find information on the financial implications of transferring course, including details regarding the points during the academic year when you become liable for payment of tuition fees (known as 'tuition fee liability points'), within our [Tuition Fee Policy](#). Additional advice and guidance is available from the Student Finance team, who can be contacted via the Infozone (telephone 01473 338833 or email [infozone@uos.ac.uk](mailto:infozone@uos.ac.uk)).

9. If you wish to proceed with the transfer following this discussion, you will need to complete a transfer request form which is available via OASIS (the University's online system for student records administration).

10. Transfers are not guaranteed and will be considered on an individual basis. Your details may be passed to the Admissions team to confirm you meet the academic entry requirements for your intended new course. For some courses, you may also be required to submit further information or to attend an interview / portfolio review.

11. Our [Recognition of Prior Learning Policy](#) covers internal student transfers (see section on 'credit gained at the University of Suffolk'). Arrangements for internal student transfer are also summarised in our [General Regulations](#) and our [general terms and conditions of offer](#), which form part of the terms of the contract between you and the University.

12. For further information, please see the guidance on internal student transfers within the University's [Student Handbook](#).

## Transferring from the University of Suffolk to another higher education provider

13. If you wish to withdraw from a course at the University of Suffolk or its partner institutions and transfer to another provider, please talk to your Personal Tutor or Course Leader in the first instance, who can offer advice and guidance on the process and how we can support you.

14. In accordance with our [Framework and Regulations](#) for the relevant type of award, we will issue you with a transcript outlining your academic achievement with us to date, to support any application for RPL you wish to make at your intended new provider. As a University of Suffolk student, you will have access from your first year of study onwards to a [Higher Education Achievement Record \(HEAR\)](#), an online formal transcript (hosted by Gradintelligence) detailing your academic achievements as well as extra-curricular activities, awards and prizes. As an electronic document, it can be securely shared with other higher education providers through your Gradintelligence account. All the information provided on your HEAR is verified by the University, and so your intended new provider can be assured of the accuracy and authenticity of the information.

15. We will also provide copies of relevant course information that you might need to support your RPL application, such as your course handbook and module specifications, all of which are available to you through the online learning environment, Brightspace. Please contact your Course Leader or Course Administrator if you require any additional information to support your RPL application.

16. You can find information on the financial implications of transferring provider, including in relation to our tuition fee liability points, within our [Tuition Fee Policy](#). Additional advice and guidance is available from the Student Finance team, who can be contacted via the Infozone (telephone 01473 338833 or email [infozone@uos.ac.uk](mailto:infozone@uos.ac.uk)).

17. For further information, please see the guidance on outgoing student transfers within the University's [Student Handbook](#).

### **Student transfer as a result of implementation of the University's Student Protection Plan**

18. Where outgoing student transfer is, exceptionally, necessary as a result of significant material changes at the University of Suffolk or its partner institutions that prevent the continuation of studies, arrangements for student transfer will be put in place in accordance with our [Student Protection Plan](#). Should the plan be triggered, you will be notified by the Academic Registrar's office via email within two working days. You will be provided with opportunities (both individually and collectively with other students) to discuss the implications for you, and you will be offered advice and guidance on the options open to you to enable you to continue with your studies.