

# Student Transfer Arrangements

## Introduction

1. This document sets out the University of York's arrangements for students currently studying an undergraduate degree at another institution who wish to transfer to the University of York (UoY) and the requirements for current UoY students who are considering transferring to another institution. It also details the requirements for transferring within the University of York to a different programme of study.
2. Student transfer, for the purposes of this document includes:
  - a) Transfer triggered by our [Student Protection Plan](#)
  - b) Transfer to another provider from the University of York
  - c) Transfer into the University of York from another provider
  - d) Transfer from one course to another at the University of York
3. In the event of a) and b) above, we will firstly aim to teach out all current students on their original course, where this is not possible, we will facilitate an appropriate transfer.
4. In the event of c) above, we will facilitate transfer of appropriately qualified students from other providers to the University of York where we may be able to offer a suitable alternative course in order for students to complete their studies. Please see information about [Recognition of Prior Learning](#) for information about the credit we may be able to award from previous study.
5. In the event of d) above, where appropriate we will facilitate transfer to a suitable alternative course. Please see information regarding transfer between courses.
6. This plan is available to all current and potential students and is reviewed annually.

## Transfer triggered by the University's Student Protection Plan

7. In the unlikely event of a course being discontinued, wherever possible, we will continue the teaching for currently enrolled students so that they can complete the programme of study on which they are enrolled. Where this is not possible, support will be given to accommodate appropriate transfers within the University of York or to facilitate transfers to other appropriate institutions, in line with the University's [Student Protection Plan](#).

## Transfer out of the University of York

8. In the event that we need to activate our Student Protection Plan or if a student decides to transfer to another provider, we would facilitate transfer to another Higher Education provider for the student to complete their studies.
9. Should transfer to another provider be necessary or requested we will support arrangements to confirm any completed credit, level attained or study undertaken as appropriate so a student may transfer to another provider straight away or at a later date. This is provided through a student transcript. The acceptance or otherwise of University of York credit will be the responsibility of the accepting institution, in line with their Recognition of Prior Learning (or equivalent) policy.

## Transfer into the University of York

10. As a consequence of events at other higher education providers triggering a transfer or a student electing to transfer to the university, we will consider:
  - 10.1. Admission of students onto a similar course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our University's admissions processes for taught awards available at: [york.ac.uk/study/](http://york.ac.uk/study/)
  - 10.2. Admission of students onto an alternative taught course, taking completed credit, level attained or other study undertaken into consideration, as appropriate. This will be facilitated through our processes for [Admission](#) and [Recognition of Prior Learning](#).

## Transfer from one University of York course to another

11. There is no automatic right to transfer courses (change your programme). Where current students request to transfer between courses at the university, departments will consider:
  - 11.1. Transfer of students onto a similar course, taking entry requirements, completed credit, level attained or other study undertaken, and capacity on the receiving programme into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning and Course Transfer.
  - 11.2. Transfer of students onto an alternative course, taking entry requirements, completed credit, level attained or other study undertaken, and capacity on the receiving programme into consideration, as appropriate. This will be facilitated through our processes for Recognition of Prior Learning and Course Transfer.

12. Transfer between courses at the University of York is facilitated at departmental level. Students should contact the course directors and/or admissions tutors in the department into which they wish to transfer in the first instance.

## Fees and funding

13. Where tuition fees differ between the programmes at the University of York being transferred from and to, fees will be charged at the rate for the initial programme until the last date of engagement in the initial programme, and at the rate of the new programme from the effective date of the transfer.
14. Fees for students transferring into the University will be set in accordance with the fees schedule, and with the Recognition of Prior Learning policy. In most cases, students transferring in with a whole stage worth (year) of credit will be charged only for the remaining stages, but those having some credit recognised within a stage will be charged for the full stage.
15. Expert advice on fees and funding is available from the fees office, or from the student hub at [studenthub@york.ac.uk](mailto:studenthub@york.ac.uk).

## Feedback and contacts

16. If you have any views, concerns or feedback in relation to transfer arrangements arising under the student protection plan, please contact the University Academic Registrar's Office, at [academic-registrar@york.ac.uk](mailto:academic-registrar@york.ac.uk).
17. Contacts for other enquiries about Student Transfer are:
  - 17.1. Transfer into the University of York from another provider for a taught award, please contact [Admissions](#)
  - 17.2. Transfer between courses at the University of York, contact the department into which you wish to transfer to discuss entry requirements and availability. [Additional information and guidance can be found online](#).
  - 17.3. If you are considering transferring to another University, speak to your supervisor and the University you wish to transfer into in order to determine what credit you may be able to take with you.