

Programme Transfer Policy and Procedures

Introduction

The University of Essex Online recognises that students may wish to transfer from one programme to another for a variety of academic, personal, or professional reasons. Our Programme Transfer Policy and Procedures are designed to support a smooth and transparent transition while maintaining the academic integrity and standards of our programmes.

This policy outlines the eligibility criteria, important considerations and procedures associated with transferring between University of Essex Online programmes. Our goal is to ensure fairness, clarity, and support throughout the transfer process and we are committed to helping students make informed decisions and achieve their educational goals with minimal disruption.

What is a Programme Transfer?

This policy applies to requests by students to transfer from one University of Essex Online programme to another. The student may request to transfer between programmes both within or across subject areas, and the new programme may be at the same level as the student's existing programme or a higher or lower award, for example, transferring from a PG Dip in one programme up to a full Masters or down to a PG Cert in another programme.

A student may also request to transfer to a lower award on their existing programme, for example from a full Masters to a PG Cert.

What is not considered to be a Programme Transfer?

We welcome requests from students wishing to continue studying the same programme at a higher level, for example moving from an Online Professional Course or a PG Cert to the associated full Masters award. This is known as a Progression and is therefore not covered by this policy. Students are encouraged to contact the Admissions Team to discuss this option further.

Students studying an Online Professional Course cannot transfer onto another Online Professional Course, or onto a full award where the Online Professional Course being studied does not form part of the new programme.

Eligibility

Eligibility to transfer from one University of Essex Online programme to another is based on the following criteria:

1. The student must meet the entry criteria of the programme they wish to transfer onto.
2. The student may only transfer programme once within a 12-month period. Where a programme transfer has previously been approved, this 12-month period will begin from the date of that transfer.
3. The student's fees must be up to date with no outstanding balance owed, in accordance with their Payment Plan.
4. It must remain possible for the student to complete within the Maximum Period of Study of the programme which they are transferring onto. More information can be found within the Important Considerations section below.
5. Any reassessment work required for a module which is shared by both programmes must be completed and a provisional grade must have been awarded prior to a transfer being actioned.

Important Considerations

Before requesting a Programme Transfer, students should note the following important considerations:

Transferring to a Lower Award on the Existing Programme

Where a student requests to transfer to a lower award on their existing programme, for example from a full Masters to the PG Cert, it may be advisable to continue studying for an Exit Award on the current registration to avoid disruption. This is dependent on individual circumstances and will be discussed with the student at the point such a request is received.

Financial Considerations

Students will be subject to the terms and conditions and fees in place at the time of the programme transfer. Upon initiating a transfer between programmes, a recalculation of fees will be conducted and shared with the student to support them in making an informed decision about continuing with their application. This process ensures accurate billing based on the updated programme structure and applicable terms at the time of transfer and the recalculated fees will reflect the current programme pricing, eligibility for financial adjustments, and credit transfers. The quoted fees will remain guaranteed until the next billing date and should the programme transfer be approved, a new Payment Plan will be provided to reflect this.

Postgraduate loan funding is not available for students studying a PG Cert or PG Dip. If a student wishes to transfer from a full Masters to a lower award, they will become ineligible for postgraduate loan funding.

Module Considerations

1. Where a student is currently active in a module which is shared between both programmes, completion of the module on their existing programme is required prior to an approved Programme Transfer being actioned.
2. Where a student is currently active in a module which is not shared between both programmes, they may unregister from that module without penalty if they are within the first 14 days.
3. Where a student has gone beyond the first 14 days of a module which is not part of the new programme, this attempt and any pass or fail grade achieved will be ratified by the next appropriate Board of Examiners as part of their current programme record, and they may receive a transcript confirming the result.
4. Students can apply for Recognition of Prior Learning (RPL) for any relevant previously achieved credits.

Reassessment

Where reassessment of a failed module which is shared between programmes is complete and a provisional passing grade has been awarded, it may be possible to transfer onto the new programme

prior to ratification of the grade at the Board of Examiners. This decision is at the discretion of the Academic Head.

Maximum Period of Study

The Maximum Periods of Study for all programmes can be found in Appendix A of the Undergraduate Rules of Assessment and Appendix A of the Postgraduate Rules of Assessment accessible [here](#). Approval of a Programme Transfer request is subject to it remaining possible for the student to achieve the outstanding number of credits within the Maximum Period of Study associated with the new programme, as follows:

1. The student's Maximum Period of Study will remain the same where the request is to transfer from one programme to another at the same level.
2. Where a student requests to transfer to a higher-level award, the Maximum Period of Study will be extended to reflect this.
3. Where a student requests to transfer to a lower-level award, the Maximum Period of Study will be reduced to reflect this.

Programme Transfer Procedures

How to Apply

In order to apply for a Programme Transfer, students must submit a Programme Transfer Request Form which can be accessed [here](#) and found within the Student Information pages on the learning platform.

Initial Assessment of Eligibility

Completed forms will be received and processed by the Admissions Department who will ensure that all required information is provided within the application and complete an initial review of the student's eligibility on the basis that:

1. No other Programme Transfer has taken place in the previous 12 months.
2. The entry criteria for the new programme are met.

3. All fees are paid up to date.

This initial review will take place within two working days of receipt of a completed form.

Approval Procedures

Subject to the student passing the initial eligibility assessment, an Admissions Manager will seek academic approval on behalf of the student from the relevant Academic Head, or their nominee, who will further confirm eligibility on the grounds that:

1. It is possible for the student to complete the new programme within the associated Maximum Period of Study.
2. There is no reassessment work due.

Subject to meeting all eligibility criteria, approval to complete a Programme Transfer will be granted by the Academic Head, or their nominee, who will provide any comments on the suitability of the student to join the new programme and any additional support needs within two working days of receipt of a completed form.

The Approval Procedures allow for three possible outcomes:

Approval: Where a student meets all of the criteria noted above, the application will be approved and returned to the Admissions Adviser.

Conditional Approval: Where the Academic Head, or their nominee, identifies that there is reassessment due and the student therefore does not meet the second eligibility criterion, the request to transfer programme may be conditionally approved subject to the student passing any reassessment work required by the Board of Examiners.

Conditional approval may also be granted where a student has outstanding fees, with the transfer being dependent on receiving full payment.

Declined: Where the Academic Head, or their nominee, considers that the student does not meet the second eligibility criteria noted above, the application will be declined and returned to the Admissions Adviser.

Communication of the Outcome

Where the application is approved, the Admissions Team will provide the student with an offer letter, payment plan and study planner along with a copy of the current terms and conditions and Student Complaints Policy. Following confirmation from the student, and where the Academic Head indicates that there may be additional support needs, the Admissions Team will notify the appropriate teams within the Student Services Department.

Where the application is declined, the Admissions Team will provide written confirmation of the decision along with a copy of the current terms and conditions and Student Complaints Policy.

Where conditional approval is granted, the Admissions Adviser will advise the student accordingly and their Programme Transfer request will be placed on hold until reassessment has been undertaken and a provisional grade has been awarded. An Admissions Manager will liaise with the relevant Academic Head and once the status of the application is updated from Conditional Approval to Approved or Declined, they will communicate the appropriate outcome to the student as detailed above.

Responsible Manager(s)	Title	Date	Related Policies and Procedures
Faye Coates	Director of Student Recruitment and Admissions	January 2026	
Katy Bailey	Director of Student Services		