

## Student Transfer Arrangements

### Introduction

All providers of higher education in England are required to publish student transfer arrangements to or from another programme or higher education provider in accordance with section 38 of the Higher Education Act 2017 (HERA). We seek to facilitate students transferring to and from our programmes whenever possible.

Transferring is the process by which a registered student moves from one programme to another provided by the same or a different education provider.

For the purpose of this document, transfers are defined as:

- a) Transferring between University of Essex Online programmes
- b) Transferring to the University of Essex Online from another provider
- c) Transferring to another provider from the University of Essex Online

### Transferring to the University of Essex Online from another provider

The University of Essex Online will consider requests from students wishing to transfer from another provider, taking completed credit and/or previous study into account where appropriate. Requests will be considered in accordance with the [Accreditation of Prior Learning Policy](#) where applicable.

Students wishing to transfer from another provider to the University of Essex online should [submit an application](#) via the University of Essex Online website or [contact our Admissions Team](#) to discuss the request.

Applicants who wish to proceed should submit a full application and will be required to provide an official transcript from their previous institution along with evidence that they have formally withdrawn from their previous course of study.

Applicants will be notified in writing and provided with an offer letter once the request has been approved.

### Transferring from the University of Essex Online to another provider

The University of Essex Online will provide a formal transcript confirming completed credit to facilitate student initiated transfer requests to another provider.

Any payments or refunds that are due will be calculated in accordance with the University of Essex Online [Terms and Conditions](#).

Students wishing to transfer to another provider should contact their Student Support Adviser in the first instance to discuss the request. The Student Adviser will guide the student through the withdrawal procedure. A formal transcript will be provided once the withdrawal process is complete.

Students that are eligible for an exit award (e.g. Cert HE on completion of 120 credits at level 4) will be provided with a certificate and transcript following confirmation of the award by the next available meeting of the Board of Examiners.

## Student Transfer Arrangements

### Transferring between University of Essex Online programmes

The University of Essex Online will consider requests from students to transfer to an alternative University of Essex Online programme, taking completed credit and/or previous study into account where appropriate.

Students that wish to transfer to another programme within the University of Essex online should contact their Student Support Adviser in the first instance to discuss the options available.

To proceed with a transfer, students will need to be in good academic standing and must complete the module in which they are currently enrolled. Transfers will only be permitted between modules.

The transfer to an alternative University of Essex Online programme must be approved by the receiving Head of Department.

### Advice and Guidance

Current University of Essex Online students requesting a transfer to an alternative University of Essex Online programme, or to another higher education provider may access advice and guidance from their Student Support Adviser, and where appropriate, the Head of Department.

Applicants wishing to transfer into a University of Essex Online programme can obtain advice and guidance from the University of Essex Online website and from our Admissions Team.