Arrangements for student transfers

Education Committee

Valid from Hilary term 2026

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Version control

1.3	December 2025	• New section 5 added, for students exiting undergraduate or postgraduate taught programmes with a different award aim from the course they originally enrolled on, following approval of exit awards models and principles by Quality Assurance Subcommittee, November 2025. • Associated renumbering of section 5 Oxford students transferring between modes of study (part-time/full-time) to 6, and section 6 Additional considerations for students holding a student visa to 7. • Addition to paragraph 6.11, to provide for boards to grant permission for postgraduate research students to change their mode of study from full-time to part-time (and vice versa) a maximum of twice during their studies.
1.2	June 2024	• Paragraph 4.8 added, to make clear that transfer from a postgraduate taught course to a postgraduate research degree is not permitted. Approved by Quality Assurance Sub-Committee, June 2024, following approval of associated changes in regulations by Research Degrees Panel/Taught Degrees Panel in Hilary term 2024/Trinity term 2024. Associated renumbering of paragraphs. • Paragraph 5.5 added, to set out exceptional status of the BTh suite with regard to mode of study. Approved by the Chair of Quality Assurance Sub-Committee by chair's action, June 2024. Associated renumbering of paragraphs. • Section 6 amended to ensure use of correct terminology and update the contact email addresses given.
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 (eg, 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.
1.0	January 2020	First publication

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 the detailed provisions for transfers of course which are the result of an examination or assessment decision. These provisions, where they are permitted, are given in the relevant Examination Regulations or course handbook. General information is provided in section 5.

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'[1] 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[2] and of a college willing to take the student.

[1] Regulations for Senior Student Status, Examination Regulations

[2] 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, eg 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.

4.8. Transfer from a postgraduate taught course to a postgraduate research degree (eg MSt or MSc by coursework to DPhil) is not permitted. Students wishing to transfer from a postgraduate taught course to a postgraduate research degree are required to make a standard graduate application.

Postgraduate research degrees

4.9. 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 4.10.

4.10. Students wishing to transfer departments, eg as a result of a change in direction in their research, may only do so with the permission of both departments and their college.

4.11. Students wishing to transfer to a higher award aim, eg MLitt to DPhil, will usually be required to make a standard graduate application.

4.12. Students wishing to transfer to a lower award aim, eg 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.

4.13. Transfer from a postgraduate research degree to a postgraduate taught course (eg DPhil to MSt or MSc by coursework) is not permitted. Students wishing to transfer from a postgraduate research degree to a postgraduate taught course are required to make a standard graduate application.

5. Oxford students exiting from courses with a different award aim

Undergraduate courses

5.1. Students wishing to exit an undergraduate degree course with a different award aim to that which they originally enrolled on may only do so where there is specific provision within the relevant Examination Regulations.

Postgraduate taught courses

5.2. Students wishing to exit a postgraduate taught course with a different award aim to that which they originally enrolled on may only do so where there is specific provision within the relevant Examination Regulations.

5.3. Students wishing to reinstate to attempt to complete their original award may only do so where there is specific provision within the relevant Examination Regulations and subject to meeting general provisions with regards to the timeframe for applications for reinstatement, and on condition that:

5.3.1. they had not been granted leave to supplicate for the exit award as a result of having failed the assessment requirements for their original award and being ineligible for further resit attempts to meet the requirements.

5.3.2. they had not been granted leave to supplicate for the exit award as a result of having failed one or more assessment requirements at first attempt and having elected to take an exit award instead of having a second attempt at the failed assessment(s).

5.3.3. they have not had a valid first attempt at all assessment requirements for the original award.

6. Oxford students transferring between modes of study (part-time/full-time)

6.1. 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

6.2. With one exception (see below), UG courses are offered exclusively on either a full-time or part-time basis.

6.3. There is no ability for students studying part-time undergraduate certificates or diplomas to study the same course full-time.

6.4. 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.

6.5. Courses belonging to the BTh suite are the only UG courses which are offered on both a full-time or part-time basis as standard. Students on these courses wishing to change their mode of study from full-time to part-time (and vice versa) should follow the processes set out in the applicable handbook.

Postgraduate taught courses

6.6. The majority of PGT courses are offered exclusively on either a full-time or part-time basis.

6.7. There is no provision for students studying postgraduate taught courses offered solely part-time to study the same course full-time.

6.8. 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.

6.9. 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

6.10. PGR programmes vary as to whether they are offered only in full-time mode or in both part-time and full-time mode.

6.11. 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*. Boards are permitted to grant permission for a student to change their mode of study from full-time to part-time (and vice versa) **a maximum of twice** during their studies, except where the special regulations for the course prohibit any change. Applications for a student to exceptionally change mode of study for a third or subsequent time are considered as dispensation requests by Education Committee.

6.12. 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 (eg caring responsibilities, employment).

6.13. For students on PGR programmes that are only offered in part-time mode it is not usually possible to transfer to full-time mode.

7. Additional considerations for students holding a student visa

7.1. Students holding a student visa transferring to another Oxford programme that results in a lower award aim, eg 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 (student.immigration@admin.ox.ac.uk) for advice.

7.2. Students holding a student visa who change the length of their course should contact the Student Immigration team (student.immigration@admin.ox.ac.uk) for advice on the latest government requirements.

7.3. Students holding a student visa are not usually permitted to study part-time.

7.4. Students holding a student visa transferring to a new institution should contact their new institution for advice on visa requirements as their University of Oxford sponsored visa will no longer be valid.