Considering Transferring Course?

Transferring course is probably more common than you would think. However, whether a transfer is possible depends on a number of factors. This document will give you some advice about things to think about, and who to contact when you’re thinking of changing courses.

1. Find the course you want to study instead.

Have you taken an additional module in another subject which you’ve enjoyed? Is there something you always loved to study at School or College which you don’t do anymore; or do you have an interest outside your usual studies? Take a look at the prospectus to see what other course you might like to do: https://www.dundee.ac.uk/study/prospectus/

You might also want to speak to the Careers Service. They can give you information about what recent graduates have gone on to do. https://www.dundee.ac.uk/careers/

2. Speak to staff in the School you’d like to transfer to.

Is there any information they can give you about the new course, like module handbooks or information about assessments? Are they able to accept a transfer now? Will you need to repeat a year? If the course you’re interested in is at another University you will need to speak to that University first. https://www.brightknowledge.org/education/can-i-move-to-a-different-university

3. Speak to staff in your current School.

Once you know whether the new course will accept you, it’s time to speak to staff in your current School to let them know you’re going to transfer. It’s worth speaking to your Advisor of Studies or School Office Manager.

4. It’s also important to consider...

Transferring course might change your funding, accommodation, or visa requirements. We’ve listed some useful additional contacts overleaf.
Accommodation:
If your transfer involves taking a break in your studies, this may not mean you can leave your accommodation contract. You should contact your Landlord to discuss your situation. If you’re in University Residences, email residences@dundee.ac.uk.

Independent advice can be sought from:
DUSA: The DUSA Housing Team can be contacted at housing@dusa.co.uk.

Citizens Advice: The University of Dundee hosts Dundee Citizen’s Advice Bureau every Tuesday during Semesters, 13:00-16:00. To make an appointment, email enquiry@dundee.ac.uk. Alternatively you can find the CAB closest to you at: https://www.cas.org.uk/bureaux

Finance:
Transferring course might have an impact on your finances. You may want to speak to the Student Funding Unit about your options: https://www.dundee.ac.uk/student-services/student-funding/

Future Study and Funding: You might want to explore with your Student finance provider how future funding for new courses may be affected by your transfer. This is especially important if your new course is longer than your old one.

NHS Bursaries: If you’re transferring from a course supported by the NHS, you must let the NHS know by calling 0300 330 1345 and also tell your School Office. Delays could lead to overpayments, so it’s important to let them know quickly.

SAAS and other providers: If you’re transferring from a course and your funding is from Student Funding England (SFE), Wales, Northern Ireland or the Student Awards Agency for Scotland (SAAS), then it’s a good idea to get in contact with them to see what happens to your funding when you transfer. After the transfer has been processed within your new School, it’s a good idea to confirm that your provider has all the details of your new course.

You can find current contact details for SAAS and Student Finance for the Rest of the UK on their websites:
http://saas.gov.uk/ https://www.studentfinancewales.co.uk/
https://www.gov.uk/student-finance http://www.studentfinanceni.co.uk

International Students:
If you are an international student you should also contact the International Advice Service for guidance http://www.dundee.ac.uk/international/support/. You can book an appointment online through their website, or attend their drop in service.
You may also wish to contact the Tier 4 Compliance team to find out if your transfer affects your visa: https://www.dundee.ac.uk/student-services/compliance/.