

Guidance for changing courses/changing mode processes

Changing courses is not an automatic right and needs the approval of both the current Course Leader and the new Course Leader.

New students

All new Home/EU students who ask to change course shortly after joining the University (i.e. within 6 weeks of enrolment) must discuss their request with their current Course Leader and the new Course Leader who will need to ensure that the entry criteria for the new course has been met.

The new Course Leader will check with Admissions if the student had originally applied to the proposed course to ensure that they had not been rejected at interview. If the student had not applied to the course that they wish to change to, the new Course Leader will arrange a short interview with the student.

Subject to this interview and agreement from the existing Course Leader and the new Course Leader the new student can transfer course. If the student has a student loan the SLC must be informed of the change.

Students wishing to change course after 6 weeks.

All other Home and EU students who wish to change course must initially discuss this informally with their current Course Leader. This enables the course staff to explore and discuss the student's wish to transfer and discuss options available.

After this discussion has taken place then a discussion will take place with the Course Leader from the course the student wishes to transfer to.

If a change in course is agreed in principle, both Course Leaders will review the academic progress made by the student, taking into account any credits achieved.

Any credits achieved may be transferred to the proposed course if the module content is appropriate and can be mapped across.

If the module mapping is not wholly suitable and it is not possible to transfer credits, the student will have to commence the new course at the start of the next academic year. This must be discussed with the relevant Director - Undergraduate Studies/Head of Postgraduate Studies.

There may be financial implications for the student and therefore students must speak to Student Welfare to ensure that they have received financial advice about any potential impact to their student loan.

Finally, the student must meet with the Academic Registrar to complete the process.

If there have been any credits transferred when the student changes course, these are reported at the Final Examination and Progression Board to be approved as recognised prior learning credits.

Changing mode of study process

Students who wish to change their mode of study (eg full time to part time) are advised to talk informally to their Course Leader.

The Course Leader discusses with the student their reasons for wishing to transfer. Depending on the time of year, the Course Leader will review the academic progress made by the student, taking into account any credits achieved. If the student has studied more or fewer modules than required by the new mode of study, the new module layout will be agreed between the Course Leader and Academic Registry. This may result in the student submitting a module for the summer submission deadline, or taking a module/modules out of synchronisation with the regular FT/PT course pattern.

The proposal to change mode of study must be discussed with Finance in order for them to consider the impact on any payment plan in place.

Finally, the student must meet with the Academic Registrar to complete the process.

International students (Student visa)

The Student visa General visa is issued to study a particular course within a specific timeframe. The Home Office has regulations which describe if a student is permitted to change courses taking into account whether they are academically suitable for the course and whether the Student visa will allow it. Any international students wishing to transfer must first discuss this with the International Team.