

## Section 5 Change of programme policy and procedure

### 5.1 Scope

- 5.1.1 This policy and procedure apply to students enrolled on programmes for assessments delivered in whole by the University, or in whole or part by a franchise partner institution (franchise provision).
- 5.1.2 The policy applies to programmes delivered by a validated partner organisation (validated provision). The procedure to be followed will be set out in the programme documentation provided by the validated partner.

### 5.2 Policy

- 5.2.1 Students may apply to change programme but there is no automatic right to do so. Considerations in assessing the application include:
- The University's 'Recognition of Prior Learning Policy' (see [section 4](#)).
  - Entry requirements for the programme to which the student wishes to transfer.
  - Programme requirements, including any non-compensatable modules (Scheme A) or compulsory for award (Scheme B) modules.
  - Resource implications of the change.
  - The programme structure and the timing of modules e.g., yearlong versus semester modules.
  - Visa implications of the change.
  - The capacity of the receiving programme.
- 5.2.2 This policy applies for all types of change of programme, for example:
- Change from full time mode of attendance to part time (or vice versa).<sup>1</sup>
  - Change from BA (QTS) to BA programme without QTS.
  - Change of age range in BA (QTS).
  - Change of type of BA/BSc degree scheme (e.g., joint to specialist).
  - Change from a programme 'with placement' or 'with a year in industry' to a programme without 'placement' or 'year in industry' (or vice versa).
  - Change from a Bachelor's programme to an Integrated Master's programme (or vice versa).
- 5.2.3 Changes should be made at an appropriate point in the academic year (e.g., around the start or end of a semester).
- 5.2.4 Only one programme change will normally be permitted.
- 5.2.5 The change must follow a process of consultation and advice between the student and Programme/Course Leads before the request is submitted through e:Vision, and the request requires the approval of the following before it can be processed:
- Associate Head or nominated representative – current programme
  - Associate Head or nominated representative – new programme
  - Registry – for consideration of the regulations

<sup>1</sup> Where a student is studying part time to retrieve failed modules (see [section 37.9](#)), this policy does not apply

## 5.3 Student visa holders

- 5.3.1 For students-visa holders adding a placement year to a programme will require an in-UK visa extension and therefore the student will need to be prepared to pay the costs associated and make the application in a timely manner.
- 5.3.2 For student-visa holders removing a placement year will be reported to UKVI as a change of circumstances in the first instance, and then when the student has finished the shortened programme, it will be reported to UKVI as 'early completion'.

## 5.4 Programme change procedure

- 5.4.1 A student wishing to change programme must complete the online 'Change of Programme' form through their e:Vision account. The necessary approvals from both the current and new Associate Heads or their representatives must be obtained. For more information, please visit our [changing course page](#).
- 5.4.2 The Associate Head, or their representative, for the new programme must confirm the student has met the new programme's entry requirements by demonstrating how the student has met the programme level outcomes for the proposed new programme through modules already completed at the University.
- 5.4.3 Care must be taken to avoid a change of programme where modules are transferred into the new programme, that subsequently mean the programme learning outcomes are not met.
- 5.4.4 The Associate Head for the new programme, or their representative, must be explicit when completing the online form if any modules from the previous programme are to remain on the student record. This applies if a student has more credit than is required and which cannot remain on the student's record. The student must be made aware of which modules will be removed from their record and so will not be used for progression and award, and that it will not be possible to change these following the change of programme. The information provided on the online form will be used to update the student's record to indicate which modules will be used in progression and award calculations.
- 5.4.5 Whilst the change of programme is being considered students should continue to attend classes and submit assessments for their initial programme. The exception to this is where a student has chosen to suspend their studies.
- 5.4.6 Where the timing of a change of programme results in a student transferring mid-year and this has meant they are unable to complete a non-compensatable module (Scheme A) or compulsory for award module (Scheme B) the School should refer the change of programme to the Special Cases Panel (refer to [section 5.6](#) Variation of Study for an Individual Student).
- 5.4.7 If the change of programme is proposed at the end of the level the modules to be completed during the next level of study must be detailed on the online form. In the event of changing programme mid-level, the modules that must be completed by the student during the remainder of the level must be specified on the online form by the new Associate Head. Advice should be sought from the Student Records team or Assessment team by the Associate Head prior to authorising the online form if the student is changing mid-year to or from a programme with yearlong modules.
- 5.4.8 Changing programme or mode of attendance can have implications for a student's funding. Students are required to obtain confirmation from the Student Funding Advice team that they have been informed of the funding implications. It is the sole responsibility of the student to check the funding implications before they confirm this on their change of programme application.
- 5.4.9 The online form must normally be fully completed, authorised and received by the Student Records team in Registry **by the end of the week 2 of the semester in which the programme is taught.**
- 5.4.10 The student and Schools are informed of an approved change of programme by email from the Student Records team in Registry.

## 5.5 Late changes of programme: policy and procedures

- 5.5.1 If it has been agreed with the Associate Heads, or their representatives, that a change of programme can occur **after week 2** this would be considered a late change of programme. In such circumstances the student must make a declaration on the 'Change of Programme' online form that they understand the implications of this late change.
- 5.5.2 Students must understand and appreciate the implications of changing a programme after the 2-week deadline and accept the academic outcome of doing so. **Students cannot use this late change of a programme as subsequent grounds for an appeal or exceptional circumstances following poor performance in assessments or for grounds for an extension.**
- 5.5.3 Associate Heads or their representatives for the subject-areas of the programmes concerned will confirm on the Change of Programme online form that the student has received advice and support on meeting assignment deadlines due to the late change of programme. The application for the change will be declined if there will be academic implications of changing programme after the 2-week deadline.
- 5.5.4 The student and Schools are informed of approved change of programme by email from the Student Records team in Registry.

## 5.6 Variation of study for an individual student

- 5.6.1 Variation of study takes place where an individual student varies their modules or study pattern from the published [programme specification](#).
- 5.6.2 In cases where a number of students seek the same variation of study the School Quality Panel (SQP) and Programme/Course Lead are advised to consider a change to the programme structure and requirements that will be applied to all students. Variation from the programme specification that will apply to a whole cohort must be approved by the SQP and the Programme Amendment Scrutiny Panel (PASP) (refer to [section 2.4](#)).
- 5.6.3 Variation from the programme specification for an individual student may be considered in exceptional circumstances. If required, a recommendation from the SQP should be made to the Special Cases Panel (SCP) for consideration.
- 5.6.4 Examples include:
- Following a programme differently to the usual validated pattern, including studying modules out of sequence, particularly if there is a change in level of study.
  - Exemption from non-compensatable modules (scheme A) or compulsory for award modules (scheme B).
- 5.6.5 The SQP can approve the following changes for an individual student without PASP or SCP approval.
- Alternative assessments (refer to [section 16](#))
  - Independent Learning Unit (refer to [section 17](#))
- 5.6.6 When making a recommendation to SCP for a variation for an individual student, the SQP should consider the following:
- a) Equity for all students, in that it is appropriate to make an exception for this student, as other students may also wish to have this arrangement.
  - b) A student should not be given an unfair advantage through the variation over other students enrolled on the programme.
  - c) Professional, Statutory and Regulatory Body (PSRB) compliance.
  - d) Timing of teaching and assessments, and if modules have prerequisite modules that must be taken.
  - e) Student workload.
  - f) That all the programme learning outcomes are still being met.
- 5.6.7 If approved SCP will notify the relevant Registry teams and School to ensure changes to the student's record are recorded e.g., module diets, expected programme end dates, mode of attendance changes,