

Changing Programme or Mode of Study Procedures 2021-22

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Ownership	Student Administration
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1 Introduction

- 1.1 The procedures set out in this document govern the application of the regulations applicable to all students for programme transfers.
 - 1.2 The relevant regulations appear in text boxes at the start of each section.
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2 Purpose and scope

3.1.2. Students enrol onto the programme of study for which they have accepted an offer of a place. Where a student wishes to transfer to a different programme of study following enrolment, they must notify the College of their wish to do so in accordance with the published procedure. An application to transfer to another programme of study at the College can only be granted where it can be demonstrated that the student can meet the new programme learning outcomes.

- 2.1 This document sets out the principles governing programme transfers including changes of mode of study.
- 2.2 It applies to all students registered on taught or research programmes. Research programmes would not need to have learning outcomes mapped in the same way as taught programmes.

2.3 Key Contacts

Student Administration/Enrolments and Records: For advice relating to changes of programme or mode of study call 020 7919 7215/020 4509 1005 or email studentrecords@gold.ac.uk

3 Process

- 3.1 The regulation requires a set of prerequisites for approving a change of programme.
- 3.2 Students wishing to change programme should not be advised to withdraw from their original programme or reapply for a new programme. This must be processed via an internal [Change of Programme form](#) (COP).
- 3.3 Students wishing to change from full-time to part-time mode of study or vice versa must complete a [Change of Mode form](#).
- 3.4 A student enrolled on a taught programme who wishes to change their mode of study may do so up to the end of Spring term in any academic year.

- 3.5 The intended programme home department will be required to assess capacity on the programme and suitability of previous study in order to accept a request to change programme.
- 3.6 Students are advised to contact the Fees section for guidance on how this change might affect their student finance. [Tuition fee liability](#) and refunds are calculated in accordance with the [Tuition Fee Policy](#).
- 3.7 International students with visa requirements must contact the [Immigration Advisory Services \(IAS\)](#) before submitting a change request. If a student has not done so, the form may be rejected and the student asked to resubmit it once this advice has been sought.
- 3.8 All changes of programme must be authorised by the Head of Department/Departmental Senior Tutor responsible for both the **current** and the **new** programmes of study.
- 3.9 New programme suitability assessment must be conducted prior to authorising the COP.
- 3.10 If a student is not intending to complete the year on their original programme they must also apply to interrupt their studies. They should be advised to contact the [Student Centre](#) to discuss the impact of the interruption on their student status i.e Student Loans
- 3.11 Forms must be submitted to Enrolments & Records no later than 2 weeks after the expected change of programme date.

4 Processing table

Criteria for acceptance of the transfer	Type of transfer	Approval Process
The student should be able to meet the requirements of any visa under which they are studying.	All transfers to new programmes	IAS will undertake an assessment of impact of the change on sponsorship of the current student visa
The student should have met the standard entrance requirements for the new programme	Students applying to move from Year 0 Integrated Degree to Level 4, 5 of a three year BA/BSC/BMUS/LLB	Registry to carry out requisite Admissions checks prior to processing the application
	Student applying to switch to a different programme aim i.e. MRes to MPhil/PhD	Registry to carry out requisite Admissions checks prior to processing the application
	Students reverting to begin a new programme from the beginning	Registry to carry out requisite Admissions checks prior to processing the application Academic assessment for the requirement to complete the year, passing assessments or interrupting and restarting
For transfers from Bachelors to Integrated Masters programmes, the student must have met any Progression Requirements defined in the Programme Summary	Student on 3 year BSc Computing moving to MSc Computing	Academic assessment of the progression outcomes of the student prior to authorising the application
The student's completed learning on the original programme must enable them to meet the learning outcomes of the new programme	Students moving to the same level of study in the same department	Academic assessment of shared modules across the programmes and any assessment changes or support measures prior to authorisation
	Students moving to the same level of study in a different department	Academic assessment of a mapping of learning outcomes of the original programme to the new programme

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