

How to process a UG programme change

Internal transfers can only be undertaken for students who are still registered with us in Campus Solutions. If they are no longer registered with us (ie. are withdrawn) but wish to join a new course here, they **must** apply for a new course by applying via UCAS.

	Description	How to process the programme change
1	Student studies part of or the full year 1 of programme X, then decides to start programme Y year 1 in the next academic year (not carrying credits). The student has not withdrawn from programme X and still has an active record in Student Program/Plan.	<ul style="list-style-type: none"> • After obtaining approval to enter their desired course, student requests transfer to the Teaching and Learning Office in their current School. • T&L records DISC/Internal Transfer in student record for programme X and applies effective date. • Advise student that their current record will now be inactive and they will lose system access within 30 days. • Student formally applies internally for new programme Y (receiving School to advise on process). • Academic School for programme Y request central Student Admissions to add new application (Add Application) for programme Y. The stack is built up to DEIN by central Student Admissions team. • The admissions record for programme Y will auto-matriculate in August/September. • The student record for programme Y will term activate. • T&L ticks reset cumulative stats in Term History for new term.
2	Student studies the full year 1 of programme X, then is permitted to transfer the credits to year 2 of programme Y	<ul style="list-style-type: none"> • Student is matriculated on programme X. • T&L changes the programme to programme Y in the student record by adding a row, not a record.
3	Student studies the full year 1 of programme X, then decides to start programme Y from year 1 in the next academic year. They are eligible to take an exit award for year 1 of programme X.	<ul style="list-style-type: none"> • Not advised as student would need to reapply through UCAS for programme Y as student record would be Completed/Early Exit Award and therefore no longer active. Suggest process 1 is followed.
4	Student withdraws from programme X and wishes to restart programme X or start programme Y in the next academic year	<ul style="list-style-type: none"> • Advise student that they must apply for programme Y through UCAS.