

# POLICY AND PROCEDURES ON STUDENTS CHANGING DEGREE PROGRAMME AND OPTIONAL MODULES

## CHANGING DEGREE PROGRAMME

### General principles

1. Programme changes will be handled equitably across the University.
2. Students do not have an automatic right to change degree programme. If a student has the necessary entry qualifications and places are available, they may be considered for transfer. A student may also be required to take and pass the examinations for the Part of the degree on which he or she is currently registered as a condition of transfer.
3. A student considering a change of degree programme should in the first instance discuss the potential change with their Personal Tutor, then with either the Teaching & Learning Officer in the Henley Business School or the Student Support Coordinator in the relevant Support Centre.
4. A student registered at the University of Reading Malaysia wishing to change their degree programme should first discuss the change with their Personal Tutor and then with the Head of Student Services.

### Part 1 and taught postgraduate students

5. Part 1 and taught postgraduate students wishing to make a change to their degree programme **before the end of Week 3 of the Autumn Term (UK campus) or Term 1 (International Branch Campus)** will be treated as re-entrants and will need to reapply via the central Admissions Office (the Admissions Office will apply the normal criteria for entry onto the programme).
6. Part 1 and taught postgraduate students who wish to change degree programme **after the end of Week 3 of the Autumn Term (UK campus) or Term 1 (International Branch Campus)** are normally required to withdraw from the University and to reapply via the central Admissions Office for entry at the next admissions point for the programme (the Admissions Office will

#### Policy and procedures on students changing degree programme and optional modules

- apply the normal criteria for entry onto the programme). Changes after Week 3 of the Autumn Term (UK campus) or Term 1 (International Branch Campus) will be permitted only in exceptional circumstances and will be decided by the relevant Teaching and Learning Dean, or the Academic Director of Teaching and Learning for programmes delivered at international branch campuses.
7. Part 1 students wishing to change to a different degree programme after Part 1 should, after consultation with their School, complete a Request to Transfer Degree Programme form which must also be checked and confirmed by the School Director of Teaching & Learning (or their nominee) of the degree programme which the student wishes to enter. The completed form should be submitted to the Teaching & Learning Officer in the Henley Business School or the Student Support Coordinator in the relevant Support Centre. Final approval will be dependent on whether the student has taken the relevant compulsory/qualifying modules and passed Part 1 of the degree.

## Part 2 or 3 students

8. Part 2 or 3 students wishing to change to a different degree programme **starting at Part 1** will be treated as re-entrants and will need to reapply via the central Admissions Office (the Admissions Office will apply the normal criteria for entry onto the programme).
9. Part 2 or 3 students wishing to change to a different degree programme **at the same or next Part** should, after consultation with their School, complete a Request to Transfer Degree Programme form which must also be checked and confirmed by the School Director of Teaching & Learning (or their nominee) of the degree programme which the student wishes to enter. The completed form should be submitted to the Teaching & Learning Officer in the Henley Business School or the Student Support Coordinator in the relevant Support Centre. Final approval will be dependent on whether the student has taken the relevant compulsory/qualifying modules and passed the relevant part(s) of the degree.

## CHANGING OPTIONAL MODULES

10. Students do not have an automatic right to change their optional modules. Consideration will be given as to whether a student has the necessary pre- and co-requisites, whether there are places available on the module and whether the deadline for changing optional modules has passed.
11. A student considering a change of optional module(s) should in the first instance discuss the potential change with their Personal Tutor.
12. Students wishing to change their optional module(s) should, after consultation with their School, complete the Module Request Form. The completed form should be submitted to the Teaching & Learning Officer in the Henley Business School or to the Module Surgery by the end of Week 3 of the Autumn Term (UK campus) or Term 1 (International Branch Campus) for modules beginning in the Autumn Term/Term 1, or the end of Week 2 of the Spring Term (UK campus) or Term 1 (International Branch Campus) for modules beginning in the Spring Term/Term 2.
13. Students changing from an Institution-Wide Language Programme (IWLP) module may only choose to take a Spring Term/Term 2 module in its place.