POLICY AND PROCEDURES ON STUDENTS CHANGING DEGREE PROGRAMME AND OPTIONAL MODULES

CHANGING DEGREE PROGRAMME

General principles

This policy applies to undergraduate and taught postgraduate students.

Research students should seek advice from the Graduate School.

Applicants should seek advice from the Admissions team.

1. Programme changes will be handled equitably across the University.
2. Students do not have an automatic right to change degree programme (unless they are in Part 0 of an integrated Foundation Year 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 Academic Tutor, then with either the Student Support Coordinator in the relevant Support Centre or the Henley Business School Office.
4. A student registered at the University of Reading Malaysia wishing to change their degree programme should first discuss the change with their Academic Tutor and then with the Head of Student Services.
5. Students are advised to seek advice about the impact of a possible transfer, for example, from:
    - Student Support Coordinator or Henley School Office for advice on the transfer process and regarding tuition fee liability;
    - Immigration Advice Service for advice on Tier 4 visas;
    - Accommodation team for advice on University accommodation.
6. Students are not normally permitted to transfer to a programme academically closely aligned to a programme for which the student achieved an outcome of failed.

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7. Students wishing to transfer from another institution should apply through the admissions process appropriate to the programme. Where these applicants have undertaken relevant prior learning, they should discuss the possibility of Recognition of Prior Learning (RPL)[1] with Admissions.

8. Students wishing to transfer to another institution should in the first instance discuss the potential change with their Academic Tutor, the Programme Director and either the Student Support Coordinator in the relevant Support Centre or the Henley Business School Office, then with the other institution. Acceptance is at the discretion of the other institution. Students transferring to another institution are required to withdraw from their studies at the University of Reading. Students who transfer to another institution will be provided with a transcript of their marks.

9. Requests which are supported by the School must be approved by the Associate Pro-Vice Chancellor (Education & Student Experience) or the Academic Director of Teaching and Learning for programmes delivered at international branch campuses in the following circumstances:

    a. In-year transfers beyond Week 3 of Semester 1 (UK campus) or Term 1 (International Branch Campus) for any changes which are not permissible in line with the module selection process; or
    b. Any requests for transfer which fall outside the normal procedures for transfer.

New entrant transfers during Weeks 1 to 3

10. New entrants to undergraduate and taught postgraduate programmes wishing to request a change to their degree programme **before the end of Week 3 of Semester 1 (UK campus) or Term 1 (International Branch Campus)** should, after consultation with their School, complete a Request to Transfer Degree Programme during weeks 1 – 3 form available from the Support Centre or Henley Business School Office. The Support Centre or Henley Business School Office will liaise with the central Admissions Office before the transfer is approved (the Admissions Office will apply the normal criteria for entry onto the programme). Transfer will be possible only if any required changes to modules are permissible in line with the module selection process.

End of year transfers

11. Students wishing to change to a different degree programme **at the same or next Part** (for the following academic year) should check that that they have taken the relevant compulsory/qualifying modules and met the progression requirements for the relevant part(s) of the degree, this will be confirmed by the Support Centre. After consultation with their School, the student should complete a Request to Transfer Degree Programme form[2] 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 Henley Business School Office 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.

12. Students on Joint Honours programmes who achieve the University threshold standard for progression at Part 1 are permitted to transfer to one of the Single Honours programmes directly related to their Joint Honours programme, provided that: (i) they have achieved marks of at least 40% in at least 40 credits of modules in the Single Honours programme to which they

[1] www.reading.ac.uk/cqsd/-/media/project/functions/cqsd/documents/qap/rpl.pdf
[2] http://student.reading.ac.uk/essentials/_the-important-stuff/rules-and-regulations/changing-your-degree-programme.aspx

wish to transfer; and (ii) that they have met any programme-specific requirements on the Single Honours programme to which they wish to transfer. This would not normally need to be checked and confirmed by the School Director of Teaching and Learning if the above conditions have been met. Students should seek advice on the programmes which qualify as being directly related to their Joint Honours programme and modules which they would be required to pass.

In-year transfers

13. In-year transfers beyond Week 3 of Semester 1 (UK campus) or Term 1 (International Branch Campus) will normally be permitted only if any changes to modules are permissible in line with the module selection process; any exceptions require approval by the Associate Pro-Vice Chancellor (Education & Student Experience), or the Academic Director of Teaching and Learning for programmes delivered at international branch campuses.

    However, students in Part 1 of Joint Honours programmes may additionally transfer to one of the single honours programmes directly related to their Joint Honours programme after completing Semester 1 (including the assessment period) and no later that the end of Week 2 of Semester 2. This will necessitate a mid-year change in modules to a new module deit and, therefore, such a transfer must be approved by the School Director of Teaching and Learning for the Single Honours programme to which the students wishes to transfer, who should take into account the following: the student's performance in the modules taken thus far that are relevant to the Single Honours subject (noting that module marks may be incomplete); any programme-specific requirements or pre-requisites; and the credit balance of the modules due to be taken in Semester 2 and across Part 1 as a whole. Transfers should not normally be approved where this would mean joining a long module (i.e. a module that runs across Semester 1 and 2) mid-year.

CHANGING OPTIONAL MODULES

14. 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, whether the timetable (and examinations timetable, if applicable) allows the change and whether the deadline for changing optional modules has passed.
15. A student considering a change of optional module(s) should in the first instance discuss the potential change with their Academic Tutor.
16. Students wishing to change their optional module(s), selecting from within the options available on their programme, should, after consultation with their School, submit the request to the Henley Business School Office or to the Support Centre Module Selection team before the deadline, as instructed.
17. All requests to change optional modules should be submitted as instructed by 12:30 on the Friday of Week 2 of Semester 1 (UK campus) or Term 1 (International Branch Campus) for modules beginning in Semester/Term 1, or by 12:30 on the Friday of Week 2 of Semester 2 (UK campus) or Term 2 (International Branch Campus) for modules beginning in Semester/Term 2. Any exceptional cases may be considered after the deadline by Programme Directors and SDTLs, on a case-by-case basis. Students do not have an automatic right to change their optional modules and late requests will only be considered where a strong case has been made, and the change is practicable.
18. Students wishing to change modules at the start of Semester 2 may normally change only to modules which begin in Semester 2.

19. Students changing from a module run by the Institution-Wide Language Programme (IWLP) to another IWLP module may make such changes up to week 4 (12:30 on the Friday) of Semester 1. If a student wishes to change from an IWLP module to another Semester 2 module this must be done by week 7 (12:30 on the Friday) of Semester 1.

Keeper	Reviewed	Approved by	Approval date	Effective date
Student Services/ CQSD	As required	UBTLSE	25 January 2021 (amendments)	Autumn Term 2021
Student Services/ CQSD	As required	UBTLSE	17 July 2023 (amendments)	Semester 1 2024
Student Services/ CQSD	As required	UBTLSE	1 June 2025	Semester 1 2025