



Changing Courses Procedure **2017-2018**

1. Purpose

This document sets out the procedure for transferring to study a different course at London South Bank University (LSBU) to the one a student has originally registered on.

This procedure applies to students studying at LSBU. Students studying away from the university with a partner college should contact their home institution or email collaboration@lsbu.ac.uk

Changing course

If you are registered on a course at LSBU and you wish to transfer to study on a different course, you can apply to change courses with the same qualification (for example from one BSc to another in a different subject) without having to make a new application to the university.

If you wish to apply to transfer from one course to another you will need the support of both the Course Director of your current course and the Course Director of the one you wish to apply for, and you will need to complete the changing courses form below and return it to the Student Administration Office. We would normally only give permission to change your course within the first two weeks of the start of the course you are applying to do.

In exceptional circumstances, and if it is considered not to be detrimental to your studies, it may be possible to change courses after this two week period but only if you have not missed any of the assessments. When we have received your application to change course we will check the following requirements:

1. That you meet any necessary entry requirement stipulated by the course you are applying to join, for example Academic Technology Approval Scheme(ATAS) requirements
2. That you meet any specific arrangements the new course requires, for example if you need to be working in a certain field to undertake a particular part time course;
3. That there is no impact on your funding/fees arrangements (for example from Student Finance England, or a post graduate loan) which may be explicit about the course you are studying, further advice is available from the Student Life Centre.
4. That you are not a Tier 4/International student - as you will have specific visa requirements that may mean you cannot change course except in specific circumstances. Please see further details about our procedures relating to [immigration regulations](#).
5. That your request can be accommodated within the course structure.

You will then receive either:

1. An email confirming that the change has been processed, or
2. An email explaining why the application has been declined.

Application to Change Course

This form is for you to apply to change course after starting a different course at LSBU.

You must:

1. Complete the form below;
2. Discuss the course change with both the director of your current course and the course you wish to join and, if they support the application, ask them to sign the form;
3. Return the form to the Student Administration Office.

The University will check the following:

1. That you meet the current entry requirements for the new course;
2. Whether the change is possible subject to immigration status;
3. Any impact on fees and funding;
4. Whether the course structure can support the request.

Please complete the following:

Student number	
Name	
Academic year 7/18	

The course you are currently enrolled on:

Course code		(Enter 1-4 digit numeric LSBU Code)
Course year		(5 digit code eg, 1FS00, 2PS01, etc)
Course title		

The course you would like to join:

Course code		(Enter 1-4 digit numeric LSBU Code)
Course year		(5 digit code eg 1FS00, 2PS01, etc)
Course title		

Mode of study (full-time or part-time):

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Please confirm your application to change course by signing here:

Student signature: _____ Date: _____

Please discuss the application with the Course Directors of your current course and the course you wish to join and ask them to sign below:

I confirm that I support this application to change course:

Current Course Director name: _____

Signature: _____ Date: _____

Receiving Course Director name: _____

Signature: _____ Date: _____

Please return this form to your Student Administration Office.

Data Protection Act 1998: The data collected on this form will only be used for the purpose of student and course administration as required by the university and will be retained securely on your file.

For office use...

Entry Qualifications checked:

Admissions Tutor name: _____

Signature: _____ Date: _____

Please ask the Admissions Tutor to confirm that the student meets the entry requirements by signing above. Please then scan the form into INVU against the student record and enter the application into the Course Change Log.