



**London
South Bank
University**

EST 1892

Changing Courses Procedure

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1. Purpose

- 1.1. This document sets out the procedure for undergraduate and postgraduate students who wish to transfer from their current course onto a different programme of study here at London South Bank University (LSBU).
- 1.2. Students studying away from the university with a partner college should contact their home institution or email collaboration@lsbu.ac.uk.
- 1.3. Students on an apprenticeship programme who would like to change course must make a new application for the course of their choice. This also applies to students on a non-apprenticeship course who would like to be transferred onto an apprenticeship. Further information can be found on the [LSBU website](#).

2. Eligibility/Requirements

When we have received your request to change course, we will check the following requirements:

- 2.1. That you meet any necessary entry requirements stipulated by the course you are applying to join, for example, UCAS tariff points, past and current academic performance.
- 2.2. 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.
- 2.3. That there is no impact on your funding/fees arrangements (e.g. a Postgraduate Loan from Student Finance England) which may be explicit about the course you are studying on. Further advice is available from the [Student Life Centre](#).
- 2.4. 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 certain circumstances. Please see the course change guide for Tier 4 Students: [immigration regulations](#).
- 2.5. That your request can be accommodated within the course structure. Changes are only permitted if it is within the same school and on the same level as the course you are currently studying. Some examples of this:

Same level change:

You are currently studying LLB (Hons) Law with Criminology and wish to be transferred to the standard LLB (Hons) Law course – your request to change may be approved.

However, if you would like to change from LLB (Hons) Law with Criminology to BA (Hons) Economics, your request to change may be refused as changes across different schools are not permitted.

Same school but different level of study:

You are studying an MSc course (like MSc Quantity Surveying Cognate) and wish to change to a Postgraduate Diploma (like PgDip Quantity Surveying Cognate) – a change like this is not permitted.

Similarly, if you would like to complete the full programme and wish to change from a course like PgDip Legal Studies to LLM Law – your request may not be approved.

- 2.6. We understand that your circumstances may change, and you may need to go from studying full-time to part-time (or vice versa). As you would be changing mode of study, you would need to make a new application for the course and your preferred mode of study. Changing mode of study usually isn't permitted due to various factors, for example:

You are currently studying a part-time undergraduate course, and it is funded by Student Finance England. As you are on a part-time course, this means that you are studying fewer modules per year compared to the full-time version of your course and so your fee for the year will be less than £9,250. You later decide that you would like to change course, but you have already been attending the course you are currently enrolled on. Due to how your tuition fees are calculated, the 'change of course' may affect your funding.

3. Request to change course

- 3.1. If you are registered on a course at LSBU and you wish to transfer to a course similar to the degree programme that you are currently studying, you can submit a request by emailing coursechanges@lsbu.ac.uk with the relevant information as requested below.
- 3.2. We would normally only permit students to change within the first four weeks of the start of the course. In exceptional circumstances, and if it is considered not to be detrimental to your studies, it may be possible to change courses after these four weeks but only if you have not missed any of the assessments.

Student Name:	
Student ID Number:	
Course changing from (include full course title):	Level: Foundation BA/BSc PgCert/PgDip MA/MSc MRes/PhD
Course changing to (include full course title):	Level: Foundation BA/BSc PgCert/PgDip MA/MSc MRes/PhD

New year of study:	a) Foundation b) 1 st c) 2 nd d) 3 rd e) 4 th f) 5 th g) Placement h) Year abroad i) Writing up
Mode of study:	Part-time or Full-time
Academic Year:	2019/20
Reason for change:	a) Pathway change b) Funding c) Writing up stage d) Other (please explain)
How are you being funded?	a) Undergraduate loan (Student Finance) b) Postgraduate loan (Student Finance) c) Sponsor d) Self-funding e) Other (please specify)
Are you on a Tier 4 visa?	

Once completed, please email your course change request with the details above to:
coursechanges@lsbu.ac.uk.

NB: Please ensure you answer all questions in full and, where applicable, select the relevant option(s).

4. What happens next?

- 4.1. Once you have emailed coursechanges@lsbu.ac.uk with details of the change you would like to be considered for, your request will be reviewed by the Registry.
- 4.2. When your initial request has been considered, you will be contacted via your LSBU email informing you of the outcome.
- 4.3. While your request is being considered, you must continue to attend classes, submit coursework and attend exams for your original course until notified by the Registry of the outcome of your request.
- 4.4. If your request is approved, but you have not yet received confirmation that your 'Change of Course' has been processed by the Fees & Bursaries team, then you are still enrolled on your original course.