



**London
South Bank
University**

EST 1892

Changing Courses Procedure

| | |
|----------------------|--|
| Policy last reviewed | May 2024 |
| Approved by | Academic Registrar and Quality Standards Committee |
| Published on: | MyLSBU <hr/> |

Contents

| | |
|-----------------------------------|---|
| 1. Purpose | 3 |
| 2. Request to change course | 3 |
| 3. Eligibility/Requirements | 3 |
| 4. What happens next? | 4 |
| 5. Appendix 1..... | 5 |

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). Changing course should only be considered when you've received appropriate advice and can have guidance implications, for your funding, professional accreditation and where applicable visa.
- 1.2. Students studying away from the university with a partner college should contact their home institution or email collaboration@lsbu.ac.uk for advice and guidance.
- 1.3. Students on an apprenticeship programme who would like to change course must also consult their employer and the university first. 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. Request to change course

- 2.1. If you are registered on a full-time 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 in **Appendix 1**. This includes when you wish to move mode of study from full to part-time or vice versa.
- 2.2. Requests to change your course must be submitted within the **first four weeks** of the start of your 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 necessary assessments. This will be reviewed on a case-by-case basis and will be at the discretion of the Academic Registrar or nominee.

3. University applied change of course

- 3.1. In some circumstances students will need to be moved from their current course onto another variant as they have not met the terms and conditions of their existing course. Examples of this could include:
 - 3.1.1 Not securing a placement by the deadline date and needing to be moved onto a non-placement variant of the course.
 - 3.1.2 A course suspension or course closure means that students need to be moved onto other courses. (after consultation)
- 3.2. Students will be contacted to advise them of the need to change their course and what the proposed new course will be. Students will have a period of time within which to raise any concerns, questions and/or objections, after which they would be moved onto the new course. A record of this would be made on the student

record system.

4. Change of Mode of Attendance

- 4.1 We understand that your circumstances may change, and you may need to move from studying full-time to part-time (or vice versa). Changing mode of study would need to be considered and approved by the University.
- 4.2 It is important to note that changing mode of study may not always be possible and/or be permitted due to various factors, for example:
 - 4.2.1 There is not a part time variant of your course
 - 4.2.2 Level of attendance and engagement including submission of work on your current course.
 - 4.2.3 You have missed teaching and/or assessments for compulsory modules and it would not be possible for you to catch up.
 - 4.2.4 There might be funding implications for you to change your mode of attendance and you might wish to seek additional advice.
 - 4.2.5 Your request has come too late in the academic year.

5. Eligibility/Requirements

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

- 5.1. 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.
- 5.2. 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.
- 5.3. 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](#).
- 5.4. That you are not an international student (including student visa holders) 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 [International Students](#).
- 5.5. 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. For example:

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. You will need to submit a new application for the next available intake via Admissions.”

Worked 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 as SFE may not pay your full year's fee to change to full-time.”

6. What happens next?

- 6.1. 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 Academic Services.
- 6.2. When your initial request has been considered, you will be contacted via your LSBU email informing you of the outcome.
- 6.3. While your request is being considered, you **must** continue to attend all classes, submit coursework, and attend exams for your original course until notified by Academic Services of the outcome of your request. Failure to do so may result in your change of course not being accepted.
- 6.4. 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.

Appendix 1

| | | |
|---|---|--|
| Student Name: | | |
| Student ID Number: | | |
| Current course (<i>include full course title</i>): | Code: | |
| | Title: | |
| New course (<i>include full course title</i>): | Code: | |
| | Title: | |
| New year of study: | | |
| Mode of study: | <i>Part-time or Full-time</i> | |
| Academic Year: | E.g. 2022/23 | |
| 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 student visa? | Yes/No | |

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

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