College of Science and Engineering

Policy and procedures for authorising a change of taught degree programme (for a current student)

1 Introduction

Under the University’s General Degree Regulations College has the authority to approve a student’s transfer to a different degree programme. Students do not have the right to change programme of study but may be granted a concession to do so by the receiving College. College has set up procedures to support transfers where it is the interest of the student’s career aspiration. However College will not routinely permit changes if there is not a realistic opportunity for the student to be successful.

This document sets out the criteria for such concessions to be granted, who has the authority to grant such concessions, and what the procedures are.

As many programmes in the University are oversubscribed and there is competition for places, there is no guarantee that any request for transfer will be approved. Students’ expectations should not be raised, and it is essential that students continue with the courses and assessments for their current degree programmes until any change in programme has been approved in writing by the appropriate authority.

2 Scope

This policy and procedure document applies to current students on taught programmes in the College of Science and Engineering, or current students on taught programmes in another College who wish to transfer into a taught programme in the College of Science and Engineering. If there are any doubts about whether or not a student is current (i.e. fully matriculated), the student’s academic standing or about which is the home College of the student, then the Destination School should check this information on EUCLID.

For the purposes of this document, the terms, Personal Tutor and School Student Support Team may be interchangeable as appropriate to the individual School’s authorised procedure.

3 Policy

The following criteria will apply to consideration of requests for transfer to a different programme:

- Students must be in good academic standing at the time of the proposed transfer (i.e. should be eligible to progress into the next year of the programme of study to which they wish to transfer). A change of programme should not be used to avoid exclusion for academic failure.
• There must be a place available in the requested programme of study.

• Students must be able to demonstrate attainment and interest in the new subject area (e.g. by optional course grades or extra-curriculum activity) and demonstrate how the new programme would support career aspirations and a genuine intent to be successful.

• Multiple requests for changes to several different programmes are unlikely to be successful. If a student has been previously permitted to transfer into a programme in an unrelated/different subject area, the student is not eligible to apply for another transfer to a second unrelated/different subject area.

• Students seeking to enter the first year of a programme of study should have equitable entry qualifications and entry will be competitive with other applicants. This is to ensure that changes are fair to all students and do not provide “back-door” entry to programmes for which entry is competitive.

• All programme transfers must take effect from the start of the academic year (i.e. within the first 2 weeks of the start of the session). In exceptional circumstances, when a student is wishing to transfer to a programme with very similar academic content, it may be possible for a transfer to take place in the academic session.

• International students: A Tier 4 (General) student may only change programmes with the current sponsor if:
  - the new programme is degree level and represents academic progression*
  - the new programme can be completed within the period of leave they currently hold*
  - they must be able to demonstrate that the programme they wish to transfer to is:
    - related to the previous programme or
    - the previous programme and the new programme in combination support the applicant’s genuine career aspirations

* If a student changes their programme, the new programme must represent academic progression. Therefore a student cannot change to a lower level or to an unrelated subject. Students who change their programme during their studies must vary their visa before they change their programme OR apply for more time outside of the UK’. (University of Edinburgh ISAS wiki April 2016).

4 Procedures

The procedures to be followed depends on the nature of the transfer, i.e. whether they are related programmes in the same School, or are they in different subject areas or Schools; and depends on the stage of the student’s University career, i.e. do they wish to enter into the first year or subsequent year of a different programme?
- Within a **related/same subject area and within the same School** within the College of Science and Engineering. See Section 4.1.

- Within an **unrelated/different subject area**, which may have different entrance criterion, **within the same School** within the College of Science and Engineering. See Section 4.2.

- To a **different programme within a different School** within the College of Science and Engineering. See Section 4.2.

- From **another College into the College of Science and Engineering**, i.e. changing a programme from the College of Humanities and Social Sciences or the College of Medicine and Veterinary Medicine. See Section 4.2.

- To a **different programme within another College**, i.e. changing a programme from the College of Science and Engineering to a programme in the College of Humanities and Social Sciences or the College of Medicine and Veterinary Medicine. See Section 4.3.

The procedures for each of these circumstances is described below.

### 4.1 Within a related/same subject area and within the same School within the College of Science and Engineering

For students wishing to transfer into a second or subsequent year the School can approve provided the student meets the criteria outlined in section 3. If the student does not meet the criteria and the School wishes to support the request a College concession is required.

If a student is changing to the **Ordinary Degree**, responsibility for approval of the change is made by the current School. **NOTE:** Tier 4 under UKV&I immigration rules apply restrictions on transferring to a lower degree (i.e. to an Ordinary level 9 from an Honours level 10 degree). Advice must be sought from the Academic Affairs section before any decision is made, as this may require a College concession.

If requesting a concession the School will need to provide the following:

- a case for the transfer outlining the reasons for the student request e.g. career aspirations;

- evidence there is a realistic expectation of the student succeeding this can be provided via good academic performance in optional courses taken which are related to the new programme or evidence of knowledge and engagement through extra-curricular activity;

- an academic reason why the School wishes to support the request

### 4.1.1 The procedures for approval at School level vary amongst the Schools; therefore, the student must contact the School Teaching Organisation in order to discuss the proposed change. Following the decision of the School, the School Teaching Organisation, should inform the student of the decision and copy in the current School Teaching Organisation.
4.1.2 If the change is approved:

- Make the changes to the student record using the online form in EUCLID. See the form and guidance notes for a request of change to student's programme details. [http://www.euclid.ed.ac.uk/staff/Support/User_Guides/Student_Administration/School_College/Director_of_Studies/Request_student_programme_change.html](http://www.euclid.ed.ac.uk/staff/Support/User_Guides/Student_Administration/School_College/Director_of_Studies/Request_student_programme_change.html)

- Assign a personal tutor.

- Students are responsible for contacting their loan authorities (normally SAAS, LEA or ELB) or sponsor in advance of any change. Even transfers between closely related subjects should be notified, and students must not assume that the loan or financial sponsorship will continue automatically.

4.2 Within an unrelated/different subject area, which may have different entrance criterion, within the same School within the College of Science and Engineering OR To a different programme within a different School within the College of Science and Engineering.

- The student must first contact the School Teaching Organisation hosting the programme to which they wish to change (Destination School) in order to discuss the proposed change.

- The Destination School considers the request in the light of the criteria in Section 3 and following the procedures outlined in 4.1.1 either rejects the request or supports it.

- For students falling into any of the three following categories: 1) Tier 4 students 2) students wishing to transfer into first year or 3) students in poor academic standing, the Destination School, if it supports the request, must submit a College Concession Form - see Section 5.

The Destination School cannot grant this concession itself and should make it clear to the student in writing that the student should continue on his/her current programme of study until the outcome of the concession is known.

Following the decision of the College, the Destination School Teaching Organisation, should inform the student and the current TO of the decision and, if the change is approved:

- Make the changes to the student record using the online form in EUCLID. See the form and guidance notes for a request of change to student's programme details. [http://www.euclid.ed.ac.uk/staff/Support/User_Guides/Student_Administration/School_College/Director_of_Studies/Request_student_programme_change.html](http://www.euclid.ed.ac.uk/staff/Support/User_Guides/Student_Administration/School_College/Director_of_Studies/Request_student_programme_change.html)

- Assign a Personal Tutor.

- Students are responsible for contacting their loan authorities (normally SAAS, LEA or ELB) or sponsor in advance of any change. Even transfers between closely related subjects should be notified, and students must not assume that the loan or financial sponsorship will continue automatically.
### 4.3 To a different programme within ANOTHER College, i.e. changing a programme from the College of Science and Engineering to a programme in the College of Humanities and Social Sciences or the College of Medicine and Veterinary Medicine.

(i) The student should:
- Discuss the proposed change with their Personal Tutor/Student Support Team first.
- Follow the procedure as set out in the Destination College guidance on administrative processes on:
  - [College of Humanities and Social Sciences](#)
  - [College of Medicine and Veterinary Medicine](#)

(ii) The other College should inform the student of its decision and, if the change is approved, it is responsible for making the necessary changes in EUCLID and allocating a Personal Tutor.

### 5 Procedures for applying for a College concession

The College Concession Form and guidance note for its completion is on the Taught Student Administration wiki:

[https://www.wiki.ed.ac.uk/display/CSETSA/Concessions](https://www.wiki.ed.ac.uk/display/CSETSA/Concessions)

College concession requests, using a College Concession Form, should be sent to Lynda Henderson, Academic Affairs, College Office to

Lynda.m.henderson@ed.ac.uk

### 6 Appeal information

If a student's transfer request is rejected by the School, she/he may appeal to the Dean of Learning and Teaching via their Personal Tutor/Student Support Team.

Any student wishing to submit an appeal must have legitimate grounds for doing so.

The criterion for appeal are:
(i) Substantial information directly relevant to the transfer request which, for good reason, was not available to the College when the decision was taken; and/or

(ii) Alleged irregular procedure or improper conduct in the process of considering the transfer request.

If the decision to reject the transfer is through a College Concession then the student must apply through the University Appeal procedure.

### 7 Further information

Students should seek advice from their Personal Tutor/School Student Support Team.
- College Academic Affairs Office: Lynda.m.henderson@ed.ac.uk, 0131 6505765

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**Related Policies, Procedures Guidelines & Regulations**

- University of Edinburgh Undergraduate Degree Programme regulations [http://www.drps.ed.ac.uk/](http://www.drps.ed.ac.uk/)
- Form to apply for degree transfer into the College of Science and Engineering from another College.
- Form to request change to student’s programme details.

**Policies superseded by this Policy**

Guidance: Procedures for authorising a change of taught degree programme (for a current student)