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LEICESTER
STUDENTS'
UNION



ACADEMIC ADVICE

Changing Course

If you want to transfer to a new course, it might be possible, but **isn't guaranteed**.

There are options to transfer:-

- to a different award
- change specialism,
- move to a different course in your current department
- change to a course in a different department.

When can I change course?

If you've decided that your course isn't right for you, and you want to change to another course, there are various steps you must take to make the transfer.

Transfers for the current academic year can **only be submitted within the first two teaching weeks of your first semester**. After this time, you can only apply for a transfer to take effect from the start of the next academic year. This can be submitted at any point during the academic year.

Your new department will decide whether to accept you based on your previous qualifications, or based on successful completion of your current course.

Will transferring to Year 1 of a different course affect me in any way?

Every course is subject to a maximum period of registration. For example, a three year Undergraduate course needs to be completed within five years, a four year Undergraduate course within six years, and so on. Your transfer will count towards your overall period of registration.

If your transfer will take place at the start of the next academic year, and you're entering the new course based on your previous qualifications, you **may** need to [suspend your studies](#) before starting. This involves logging into MyStudentRecord or MyPGR to complete a form, full details about the process, impact it may have and a video showing how to complete the form click [here](#) For more information, see our Step by Step Guide to Temporary Suspension.

International Students - If you're an international student transferring to the first year of a new course, you will need a visa extension. Visit the University's [Information page](#).

What shall I do before applying to change course?

Before applying to change course it's important that you discuss your options with your tutor, and an academic from the department you'd like to transfer to, just to make sure they have space for you, and that you meet the entry requirements.

We also recommend that you're clear about which modules you'll be studying on your potential new course, as you'll be asked for this when completing the course transfer form.

It's important to make sure the course you want to transfer to is right for you, so you could also speak to the University's [Careers and Employability Service](#) about what careers your chosen course might lead to.

There may also be financial implications to changing course, so we recommend that you speak to the University's [Student Support Services](#).

If you're studying on an international visa, the [Student Visa Team](#) will be able to advise on whether transferring will impact your visa.

How do I apply to change course?

To apply to change course, you will need to complete the online [Application to Transfer Course form](#). On the form there are several sections that you need to complete, including:

- details about you;
- your current course and type of transfer;
- detail about the course you want to transfer to (including your chosen modules);
- your reason for transferring; and
- the disclaimer.

Be sure to include as much information as possible in the form.

Once your form is complete, click the 'Submit' button, and it will be sent directly to the team who will be considering your application.

What happens next?

Once your form has been submitted, you should receive a response detailing your outcome within seven working days.

Are there any financial implications of changing course?

If you receive funding from the Student Loans Company (SLC) you are responsible for your SLC application, and should notify them of your intention to transfer course, once your application has been approved. The University's Student Records Team will confirm details with SLC when the transfer is complete.

If your transfer means you'll be studying for longer, you will need to cover any extra costs associated with living and tuition fees. Depending on the length of your current course and your current year of study, you may not be eligible for full Student Loans Company funding on your prospective course. It's important to find out whether this could be the case for you. For more information, visit the Government's [Student finance](#) webpages.

You can discuss potential financial implications related to Student Loans Company funding with the [Student Welfare Service](#). Please also ensure you are aware of any potential changes to your tuition fees. If you are unsure, tuition fee information for Home and International students can be found on [your course's University of Leicester webpage](#).

If you receive sponsorship, you'll need to provide the Fees Payments Office with a sponsor letter for any longer period of study, or you will become responsible for your own funding.

If you transfer to a course with a placement, such as a year abroad, Erasmus, or year in industry, you'll pay a reduced fee for that year.

I'm an international student – will changing course affect my visa?

If you're an overseas student then the implications of changing course are complicated, so we recommend that you speak to one of the University's International Student Advisors. It's important that you discuss your immigration status with them, and they will ensure you are properly supported and informed of the latest information.

You can get in touch with an International Student Advisor by emailing visas@le.ac.uk.

More information about Visas and Immigration can be found [Visas and Immigration Sharepoint page](#).

What can the Advice Service do for me?

Advice Service Here in the Advice Service we provide confidential academic and housing advice. We also offer guidance and signposting to Employment Rights, Legal, Wellbeing Services and anything else that enriches your University experience. We are an independent organisation and separate from the University. Therefore, we have no involvement in the decision-making processes of the University and we do not have access to any of the data on academic and/or personal records.

If you're unsure whether or not you want to change course, you can come and chat to one of our advisers, who will talk you through your options.

If you're sure you want to transfer, we can guide you through the process, and advise you on how to complete the form.

We can also signpost you to other support services to discuss the implications of changing course, and to find out what support is available to you, depending on your circumstances.

Feel free to get in touch with us via our [contact form](#), and we will then get back to you to provide further advice or discuss ways to support you through the process.

Opening hours are 11am-3pm, Monday to Friday.

If your query is urgent you can contact us on advice@le.ac.uk or +44 (0)116 223 1132.

Who else can I talk to about changing course?

The following people and services may be able to help you with various aspects of changing course:

- **Personal Tutor** – It's always worth talking to your personal tutor about your decision, so that they're aware of the situation, and can advise you on any ways your department can support you.
- **An Academic from your potential new Department** – It's important that you discuss your wish to transfer with your potential new department, to find out more about the entry requirements, and the likelihood that your application will be accepted.

- **Student Loans Company** – If you receive funding from the Student Loans Company, you will need to inform them of your suspension.
- **[Student Welfare Service](#)** – We highly recommend that you speak to Welfare, as changing may have financial implications if you receive support from the Student Loans Company. Their contact details are + 44 (0)116 223 1185 or email at welfare@le.ac.uk.
- **[International Students](#)** – For information and advice on visas and immigration, and how suspending your studies might impact this, email visas@le.ac.uk.
- **[Careers and Employability Service](#)** – The University’s Career Development Service can discuss your options with you, and help you think about career and study options. To book an appointment please log onto MyCareers or email careerhelp@leicester.ac.uk

Useful Links

- University’s form on [Transferring Course Form](#)
- University’s information on [Temporary Suspensions](#)
- [Senate Regulation 3 regarding fees](#)
- [Senate Regulation 2.31](#) onwards, relating to transfers between programmes, changes to modes of study and individual variations to programmes

leicesterunion.com/advice

Advice Service
advice.le.uk
0116 223 1132



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