## College of Science and Engineering

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

### 1 Introduction

Students should follow the curriculum for the programme of study on which they are enrolled. Students do not have the right to change programme of study but may be granted a concession to do so. 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) or about which is the home College of the student, then the School Teaching Organisation in the School in which the student is currently studying should be contacted.

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 change of programme:

- There must be a place available in the requested programme of study.

- 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) or must have received the required School or College concession to permit the transfer. A request for a change of programme should not be used to avoid exclusion for academic failure.

- Multiple requests for changes to several different programmes are unlikely to be successful.

- Students seeking to enter the first year of a different programme of study should have suitable 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 very competitive.
• All changes of student programme must take effect from the start of the academic year (i.e. within the first 2 weeks of the start of the session).

• International (Tier 4) students seeking any change of programme for which will result in an additional year of study (e.g. repeating a year or moving from a 4 year to a 5 year programme) must consult the International Office on the immigration rules pertaining to time limits of the programme, and whether the student needs to apply for ATAS approval. If ATAS approval is required, the School or College must ensure that the student obtains an ATAS certificate before actually processing the transfer.

4 Procedures

The procedures to be followed depends on the nature of the programmes, i.e. are they related programmes in the same School, or are they in different subjects; 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 the 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.

The decision on whether or not to approve the change rests with the School if a student wishes to change to a related programme, i.e. one within the same subject area and which has similar entrance criteria within the same School.

The School may approve the transfer if the student is 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) or has had a Progression Interview in the School and been granted a concession by the School to transfer to the next year of the proposed programme, or to repeat the year on the new programme.

If a student is changing to the Ordinary Degree, responsibility for approval of the
change is made by the current School.

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, 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 OR 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.

The same procedure is used for the three circumstances above.

(i) 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.

(ii) The Destination School considers the request in the light of the criteria in Section 3 and either rejects the request or supports it.

(iii) If the student is in good academic standing (see section 3), AND the student is not seeking to enter the first year of a programme AND it is not more than 2 weeks into the academic session, then the Destination School can approve the transfer without reference to College.

(iv) Unless all the criteria in (iii) above are met, 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 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.
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, 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.
Students should seek advice from their Personal Tutor/School Student Support Team.

- College Academic Affairs Office: lynda.m.henderson@ed.ac.uk, 0131 6505765
- School Teaching Organisation Administrators: [http://www.ed.ac.uk/schools-departments/science-engineering/current-students/academic-affairs/contact](http://www.ed.ac.uk/schools-departments/science-engineering/current-students/academic-affairs/contact)

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