



UNIVERSITY OF ST ANDREWS
POLICY ON CHANGES TO STUDIES

Policy Title	Changes to Studies
Scope	Applies to all Undergraduate and Taught Postgraduate Students
Relationship with other policies	-
Owner	Proctor's Office
Approving Committee	Learning & Teaching Committee (LTC), then Academic Council
Policy approved date	Policy updated in June 2017 to include points 10-12.
Policy effective from date	2016-17

UNIVERSITY OF ST ANDREWS
POLICY ON STUDENT CHANGES TO STUDIES

1. A student may request a change to their registered modules or degree programme, via, and subject to the approval of, their Adviser of Studies.

Changes to Modules

2. A student has until the end of the re-advising period at the start of each semester to request withdrawal from existing modules and enrolment in new modules.
3. After the end of the re-advising period, Advisers of Studies do not have discretion to authorise such module changes. Late requests will be referred to the relevant Pro Dean, and will normally only be granted when there are significant circumstances outwith the student's control.
4. The Pro Dean will consider any justifying evidence, together with an assessment of the likely impact on the school(s) involved. When enrolment in a new module is requested, the likelihood of the student being able to catch up on missed material will also be taken into account.
5. A student will not be permitted to withdraw late from a module solely on the grounds that they expect to perform poorly in it.
6. When a student is permitted to enrol in a module late, they bear responsibility for catching up on missed material. The school is under no obligation to adjust normal module assessment arrangements.
7. The modules in which a student is enrolled must be compatible with the student's current registered degree programme. It is the responsibility of the student to check that their module choices recorded on their online student record are correct, by the end of the re-advising period at the start of each semester.

Changes to Degree Programme

8. A student may request a change to their registered degree programme if it remains possible to complete the requirements of the new programme within the time limits specified in Senate regulations.
9. When a requested degree programme change involves changing Faculty, authorisation must be sought from the relevant Pro Dean for the new Faculty, who will confirm whether the relevant Faculty regulations and specific programme requirements can be met in full. The Pro Dean will also consider the impact on the school(s) involved, and the likelihood of successful completion of the requested degree programme.
10. As specified in the Senate Regulations, semesters of study previously accumulated in a different Faculty, not resulting in an award, are counted against study time limits in the new Faculty.

11. Requests to change to the Faculty of Medicine from another Faculty will not be considered.
12. A student in the Faculty of Medicine may request to change to a degree programme in another Faculty, subject to limitations as follows
 - Where a student has gained no credits at first sitting in their first year of study, the request must be submitted within five working days of the publication of Semester 2 module results.
 - Further opportunity to apply for transfer will be dependent on gaining credits in the reassessment diet. If no credits are gained in the reassessment diet there will be no opportunity for transfer.
 - A request submitted after completion of three semesters of study will be subject to permission from the relevant School(s) to waive any pre-requisites in the Semester 2 modules taken in the next semester within the new programme.
 - A request submitted after the start of the fourth semester of study will not be considered.

Where a request is approved, the student is then committed to the change and may not continue studies in Medicine.

13. Requests to change registered undergraduate degree programme will not be approved during a student's first academic year of study at St Andrews.