



University of
St Andrews

Changes to studies

Document type	Policy
Scope (applies to)	UG and PGT students
Applicability date	31/08/2016
Review / Expiry date	31/07/2023
Approved date	03/10/2022
Approver	Academic Council
Document owner	Administrative Officer
School / unit	Education and Student Experience
Document status	Published
Information classification	Public
Equality impact assessment	None
Key terms	Academic policies/Student progression/Changes to studies
Purpose	This policy relates to requests from students to change registered modules or their degree programme.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.2	Relaxed restrictions on programme changes in first year, & changes of Faculty.	Approved	Dr Jennifer Norris, Administrative Officer (Proctor's Office)	3 October 2022

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 Associate Dean (Students) or the Associate Provost Students, and will normally only be granted when there are significant circumstances outwith the student's control.
4. The Associate Dean (Students) or the Associate Provost Students 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. Students on Postgraduate Taught programmes are unlikely to be able to change their programme of study after the Semester 1 re-advising deadline.
9. 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.
10. Requests to change to the Faculty of Medicine from another Faculty will not be considered.
11. 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.

12. Requests to change registered undergraduate degree programme will not be approved before the end of a student's first semester of study at St Andrews.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.2	Relaxed restrictions on programme changes in first year, & changes of Faculty.	Approved	Dr Jennifer Norris, Administrative Officer (Proctor's Office)	3 October 2022
1.1	Added provisions about PGT change of programme under paragraph 8.	Approved	Dr Brian Ho, Academic Policy Officer (Taught Degrees)	1 April 2022
1.2	Added references to Associate Provost Students	Approved	Dr Brian Ho, Academic Policy Officer (Taught Degrees)	9 June 2022