



University of
St Andrews

Postgraduate change of registration

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Purpose	This policy outlines the criteria for re-registering to a different postgraduate degree.

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
3.0	Restructuring of the policy, clarification of options for downward re-registration	Approved	Emily Feamster, Deputy Head of Education Policy and Quality	04/08/2023

1. Purpose and procedure

This policy defines how a student may request to change the postgraduate degree for which they are registered within the University of St Andrews. The postgraduate degrees awarded by the University, and their respective requirements, are defined in the [Senate Regulations](#).

Students considering a change of registration should be aware that:

- All students must contact the Registry Student Support Officer for advice before initiating the re-registration process.
- International students on a Student Visa must always speak to International Advice before deciding to re-register to a different degree, as this may have implications for the student's visa status.
- Students who have funding to support their current studies must talk to their funding body about any financial implications of a change of registration.
- Students who re-register will be required to complete the matriculation process for the degree to which they are re-registering.

Schools must complete a [re-registration form](#) to notify Registry when a change of registration is proposed. All changes of registration must be approved by the Associate Provost Students on behalf of the Assistant Vice-Principal (Provost).

Schools should ensure that all offers of transfer to higher degrees are made unconditional as early as possible after the completion of the minimum time periods described below; this ensures the continuity of provision of services which in turn smooths the transition for the student.

A student may request more than one sequential re-registration during their period of enrolment at the University, for example, a re-registration from a Postgraduate Certificate to a Postgraduate Diploma after completing 60 credits and then a further re-registration request to MLitt, MSc, or MRes after completing 120 credits. Each re-registration request must follow the procedures specified in this policy. Requests to reverse a re-registration will not normally be permitted, unless an exception is made by the Assistant Vice-Principal (Provost).

2. Requirements for re-registering to a longer or higher degree

A student may request to upgrade to a longer or higher postgraduate degree after completing at least 60 taught credits or after successful completion of the first progress review in a postgraduate research degree. The decision to upgrade to a different postgraduate programme must always be made prior to completion and reporting of the final result for the programme on which a student is currently enrolled. Re-registration is not possible after a student has graduated.

The requirements set out in this policy are institutional minimums, and additional requirements may be set for particular programmes or entire Schools. Requirements should be made clear to students at the start of their degree programmes and published in School handbooks along with a link to this policy.

2.1 PGT to PGT re-registration

Students registered on a Postgraduate Certificate may be re-registered to a Postgraduate Diploma, MLitt, MSc or MRes degree upon passing 60 taught credits with a mark of 7.0 or above.

Students on a Postgraduate Diploma may also be issued an unconditional offer for an MLitt, MSc or MRes degree after passing 60 taught credits.

2.2 PGT to PGR re-registration

Students registered on a Postgraduate Diploma, MLitt, MSc or MRes may be issued with a conditional offer of re-registration to an MPhil (with taught elements) or MFA after passing 60 credits but must pass 120 taught credits before an unconditional offer can be issued. Students wishing to progress to an MPhil (with taught elements) or MFA must have earned a GPA of 13.5 (or higher, in accordance with the School's standard entry requirements for the degree) in order to be allowed to re-register. Upon being made an unconditional offer and being transferred to the MPhil (with taught elements) or MFA programme, the student should not enrol in, or must withdraw from, the dissertation for their MLitt, MSc, or MRes programme.

Schools which offer postgraduate research degrees that contain significant taught credits may choose to allow re-registration from a postgraduate taught degree following completion of 120 credits with a GPA of 13.5 (or above, in accordance with the School's standard entry requirements for the degree), provided that the modules of the taught degree are included in the programme requirements of the taught element of the research degree. Postgraduate research degrees in this category include MPhil (with taught element) and DProf. Schools which allow this route should make it clear in their School handbooks and clearly communicate the requirements to their students. A student who completes and graduates with a PGT degree that includes modules which are also available in a PGR degree with taught elements cannot retake those same modules or count them again towards their PGR degree.

2.3 PGR to PGR re-registration

Re-registration to a longer or higher postgraduate research degree can occur upon recommendation by the supervisor and review team after the first annual review and with approval of the Head of School. If re-registration to a longer or higher degree is offered, there is no requirement to complete the originally intended degree. Any research period already completed is counted towards the study period for the new degree.

Schools should assess requests for re-registration according to the entry requirements set for individuals applying to a PGR degree through the standard application route and may require students to submit an application for entry as part of their assessment of a re-registration request. The School must be satisfied that the candidate is capable of completing the degree to which re-registration is requested in the time allowed.

Students enrolled on an MPhil (with taught elements) or MFA who wish to enrol on a PhD degree rather than completing their current degree should not re-register, but instead withdraw from their current degree, taking an exit award of a Postgraduate Diploma where so qualified, and newly commence a PhD.

3. Requirements for re-registering to a shorter or lower degree

Students registered on a taught postgraduate programme will normally be offered an exit award rather than going through the process of re-registering to a shorter or lower degree. Possible exit awards are defined in the [Senate Regulations](#) and listed in the table in section 4 below. Inadequate progress on the intended degree path by taught postgraduate students is dealt with in the policy on [Early Academic Intervention](#).

A postgraduate research student may request to move to a shorter or lower postgraduate degree if they are unable to complete the requirements of their originally intended degree or wish to complete their studies sooner. A request to move to a shorter degree must be made before the student has exhausted the permitted study period for the degree to which they wish to re-register. Permitted study periods are specified in the [Senate Regulations](#) and the policy on [Length of Study and Associated Fees for Postgraduate Research Students](#). Exceptions to this requirement may only be made with the approval of the Assistant Vice-Principal (Provost).

Requests to re-register from a postgraduate research degree with a significant taught portion to a purely taught postgraduate degree must be made before the end of the taught portion of the degree.

An enforced re-registration to a lower degree, where a postgraduate research student is required to change their degree path due to inadequate progress towards their intended degree, is dealt with in the [Progress Reviews and Termination of Studies](#) policy.

4. Available options

Current registration	Re-registration upwards	Re-registration downwards / Exit award
Postgraduate Certificate	Postgraduate Diploma, MLitt, MSc, MRes	none
Postgraduate Diploma	MLitt, MSc, MRes, MPhil (with taught elements), MFA	Postgraduate Certificate (offered as an exit award, where eligible)
MLitt, MSc, MRes	MPhil (with taught elements), MFA DProf	Postgraduate Certificate (as exit award) Postgraduate Diploma (as exit award)
MPhil (with taught elements) or MFA	none	MLitt, MSc or MRes
MSc(Res) or MSt(Res)	MPhil (by research) PhD/ doctoral degree	none
MPhil (by research)	PhD / doctoral degree	MSc(Res) or MSt(Res)
MD	none	MSc(Res)
PhD	none	MPhil (by research) MSc(Res) or MSt(Res)
EngD	none	MPhil (by research) MPhil (with taught elements) MSc(Res) MSc
DProf	none	MPhil (with taught elements) MLitt, MSc, or MRes Postgraduate Diploma (as exit award)

Current registration	Re-registration upwards	Re-registration downwards / Exit award
		Postgraduate Certificate (as exit award)

Version number	Purpose/changes	Document status	Author of changes, role and school / unit	Date
01	To account for revisions to the PGT Marking and Classification System	Updated	-	June 2017
02	Changes to titles/contact details to reflect decanal restructuring	Updated	-	February 2021
2.1	Changes to the Associate Provost titles		Emily Feamster, Academic Policy Officer, Principal's Office	02/08/2021
3.0	Restructuring of the policy, clarification of options for downward re-registration	Approved	Emily Feamster, Deputy Head of Education Policy and Quality	04/08/2023