



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, or 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 completing the form which can be found [here](#), along with further information about the process. For more information, see our Step by Step Guide to Temporary Suspension.

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 [Student Immigration Advice and Compliance Team](#) to discuss this.

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 [Career Development 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 Welfare Service](#).

If you're studying on an international visa, the Student Immigration Advice and Compliance 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 of living and tuition fees.

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 [here](#).

What can the Advice Service do for me?

[Advice Service](#) (formerly known as Education Unit) – Here in the Advice Service we provide advice on academic, housing and signposting issues.

If you're unsure whether or not you want to change course, you can come and chat to one of our advisors, 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 within 2 working days to offer you an appointment, or provide further advice.

Opening hours are 10am-4pm, Monday to Friday.

If your query is urgent you can contact us on advice@le.ac.uk or +44 (0)116 223 1132/1184/1109.

Due to the COVID-19 outbreak, the Advice Service is now closed and will not be offering any face to face meetings or drop-ins. We will still be advising via email and can arrange video calls and phone calls if required. Information about our service changes is available [here](#).

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. They're located in the Charles Wilson building, and their contact details are + 44 (0)116 223 1185 or welfare@le.ac.uk.
- **[Student Immigration Advice and Compliance Team](#)** – For information and advice on visas and immigration, and how suspending your studies might impact this, email visas@le.ac.uk.
- **[Career Development 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 call +44 (0)116 252 2448, or email studentservices@le.ac.uk. It's important that you go to a Careers appointment prepared, so take your CV along with you, and have a think beforehand about what career path you'd like to take.

Useful Links

- University's information on [Transferring Course](#)
- University's information on [Temporary Suspensions](#)
- [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.ac.uk

0116 223 1132/1184/1109



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