A GUIDE TO...

CHANGING COURSE

From Bristol SU, providing support for

- Deciding if a course change is right for you
- Transferring to a new course or university
Unfortunately some students find they are uncomfortable with the choice of course or university they have made. Before making a decision to change course, make sure that it’s the course itself that you’re unhappy with. It is also essential that you think about the financial, educational and personal implications of changing course.

It is equally important to realise that transfer is not an automatic right and that there are potential obstacles and barriers to changing course. For example, you may not be able to change the course if the one you wish to transfer to is full, or you do not meet the entry requirements of the new course.

There are three stages to think about if you’re considering changing course:

1. Do you really want to change course?
2. What other factors do you need to consider?
3. If approved how do you make the transfer?

**DO YOU REALLY WANT TO CHANGE COURSE?**

Please do come and speak to the Just Ask adviser at Bristol SU. We are here to provide impartial advice and might be able to help you solve many of the problems you’ve encountered on your course, or help guide you in the process of changing course. You could also discuss any problems you are having with your course rep, who may be able to bring up issues with the school.

Your personal tutor should be the first point of contact to discuss your feelings, your options and how to move forward. They will also have information on what your current attendance will mean in terms of transferable credits and other considerations, such as whether you will need to do a year’s more study than you first planned.

You may also wish to contact the Careers Service, who can provide advice on any careers implications of your proposed change of course and on the application processes and entry requirements for courses at different institutions.

You should also contact the Student Funding Office who can help you with any
information you might need on the financial implications of your decision: for example, you may have to pay different fees if you transfer to another course.

**WHAT FACTORS DO YOU NEED TO CONSIDER?**

You may be considering changing course within the University of Bristol, or you may be considering transferring to another University. Either way, at this point you’ll need to approach the other University or School to see if it is possible to change, and if so, when you can do so.

Your home school will be able to tell you your status on your course and what credits (if any) you may be able to transfer across. Whether you are transferring internally or to another University, there may be conditions to the move, such as having essays or reading to catch up on: ask about this so you are fully aware of the potential workload you will be faced with (this may vary at different times in the academic year.)

It is important to remember that a transfer is not automatically guaranteed: both your old and new school need to agree on the transfer, and usually changing course is not possible after the first two weeks of the academic year. If you do wish to transfer after the two week period it is likely that you will need to defer entry on to your new course and suspend studies until the start of the next academic year.

Students may, however, transfer after this two week period as long as the structure of the programmes are sufficiently similar to not
academically disadvantage the student, for example between a joint and singles honour programme.

If you wish to leave the University of Bristol and study at a different institution you will usually be required to go through the formal UCAS application procedures. The Careers Service can offer you guidance on this process.

For both internal and external transfers, you will need to check the implications of moving in terms of the fees you will have to pay and the funding you receive. You may not be funded to the same level if you choose to change course and may have to pay different fees. The student funding office can advise further on this.

If you leave the University of Bristol and you are living in University allocated residences, you will need to complete an intention to leave form available from the Accommodation Office. You will remain liable for two weeks rent from the date you submit the form, unless you are withdrawing for health reasons. If you want to leave Bristol and you are living in private accommodation, you will need to check your tenancy agreement to see if it is possible to end it early. The Accommodation Office can give you more advice on this.

If you are an international student, you may need to clarify what impact your move may have on your visa or immigration status. The International Office can advise further on this.
ARE YOU READY TO TRANSFER COURSE?

✅ You’ve chosen where and what you want to study

✅ You’ve made yourself aware of any financial, academic or practical issues related to your transfer

✅ You’ve gained permission from the school or other University you intend to transfer into and from your current school

If your transfer is between two University of Bristol courses then you’ll need a signed ‘Transfer Form’, both from your original school and signed by your new school. Once this is done and returned to the University, your new school can help guide you into joining your new course.

If your transfer is between two different institutions, then as well as the UCAS process you will need to inform the University of Bristol about your departure. Ask your department to supply you with a ‘Notification of External Transfer/Withdrawal form’ to fill in, and return this to your department.
This leaflet is primarily aimed at single honours home undergraduate students. If you have a question that is not covered in this leaflet please visit the Just Ask Centre or email bristolsu-justask@bristol.ac.uk.