

Changing Course

The Advice and Support Centre offers support to all University of Bath students.

A guide to changing course, withdrawing or suspending your studies.

Advice and Support guides:

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Unhappy with your course? What do you do if you suddenly find you are not happy with the course you're doing or the University you are at?

You're not alone, 1 in 5 of the millions of students who start University each year decide that the path they have chosen is not for them.

- Firstly, make sure you're absolutely certain that it is the course that you're unhappy with.
- If you are in your first year going to University is a major upheaval, and it may be that you're feeling stressed, homesick or just finding it hard to adjust to new surroundings and people.
- So, give yourself a while to settle into University life so you can decide whether or not it is the course that's the problem and avoid making a hasty decision. However, uncertainty about your course can happen at any time during your degree. Also, many students have high expectations about life at University and can feel disappointed if they're not having the time of their life all the time.

However, if you do feel that you have made the wrong choice then don't be afraid to admit it – if you think you would be happier on another course or at another institution then start to make some enquiries. It may also be useful to make a list of what it was that you didn't like about your course, so you can avoid making a similar choice next time.

You may want to talk to your family about your feelings and concerns.

It may also be helpful for you to talk through your situation and concerns with someone who is not closely involved with you, such as your personal tutor, The SU Advice and Support Centre staff, the Careers Advisory Service or one of the Counsellors from the University's Counselling Service.



suadvice@bath.ac.uk

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What next?

When you have made your decision you will need to consider the following points:

Changing course:

Have you got an alternative course in mind? If so you need to contact the admissions tutor in the new department/University and find out some information about the course that you want to change to:

What are the entry requirements?

If you don't quite meet them, would they still accept you on the course, and if so what sort of confirmation can they give you before you leave your current course?

Have they got space for you on their course this year?

Is it too late in the year to transfer and catch up with work, or do they suggest you apply for the following year?

If they would not accept you, are there any similar courses at Bath or other universities that you could approach instead?

Withdrawing

Have you got alternative plans in mind?

Are you going to apply to another course or university, go into employment or take a gap year?

If you have decided that either the University of Bath, or university life in general is not for you and you wish to withdraw from the University, then it might be worth talking to your personal tutor.

If you make the decision to leave the University of Bath you will need to notify your department as soon as possible so that they can inform Student Records and Examinations Office by means of a Change of Circumstance form.

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Suspending

If you have circumstances which are affecting your studies and you feel that you would benefit from taking some time away from the University then you should discuss the option of suspending your studies with your department, The SU Advice and Support staff or a counsellor from the University's Counselling Service.

- As with withdrawing, once you have made a firm decision it is important to notify your department as soon as possible so that they can arrange the necessary Change of Circumstance forms and work with you on your options for your return.
- If you are going to be suspending beyond the start of the next academic year you will still need to register with the University at the beginning of the new academic year to ensure that you still have access to your University email.

The University's guide to suspending your studies can be found at the following link:

www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university



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Things to consider when choosing whether to change course, withdraw or suspend.

1. Career options

If you have decided to change to a new course, it is worth talking to the Careers Advisory Service to look at your career options after graduating, taking into account the change in course.

Contact: Careers Advisory Service
Tel: 01225 386009
Email: careers@bath.ac.uk

2. Finance issues

If you are thinking about transferring, withdrawing or suspending you are advised to speak with the Student Money Advice team as soon as possible as each student's circumstances are different. It is important to consider the impact on the payment of tuition fees, including any loans received or required from the student loans company. Therefore, seeking the correct advice at the time will help prevent cost implications in the future.

Contact: Student Money Advice
Tel: 01225 386968
Email: studentmoneyadvice@bath.ac.uk

<http://www.bath.ac.uk/students/finance/funding-advice/changes-to-your-study/withdrawing-or-suspending-from-your-course>

International students:

If you are sponsored by an organisation or another person you should check to see if there are any terms and conditions attached to your sponsorship that may affect future/continued funding of your studies. If you are an international student, it is advisable to talk through any implications this may have on your visa with the Student Immigration Team.

For further information contact: Student Immigration Service:

www.bath.ac.uk/university-secretary/student_immigration_service

suadvice@bath.ac.uk

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Accommodation

Unless you are immediately transferring to another course at the University of Bath (i.e. you are not taking any time out before starting the new course at the University of Bath) you will need to think about the implications for your accommodation:

For students living in halls of residence:

If you are a 1st year you will probably be living in halls of residence. If you decide to leave you must contact the West Accommodation Centre to complete the relevant authorisation and forms.

For further detailed information regarding the termination policy, please visit:

www.bath.ac.uk/guides/ending-your-accommodation-contract-early



If you will be returning to Bath in the next academic year, you need to consider where you will live and with whom. If you are returning as a first year student you can apply for a place in halls again but the Accommodation Service cannot guarantee until nearer the intake time.

All current first years will start looking for accommodation any time from December onwards so if you would rather live with a group of friends you have met during your first year, you will have to organise your house hunting with them before the next academic year starts.

For further information contact: Student Accommodation Services
Tel: 01225 383111
Email: accommodation@bath.ac.uk (and send an email enquiry)

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For all students living in private rented accommodation:

- If you live with a resident landlord, you will have a licence agreement, this will mean that is relatively easy to leave. You will need to hand in your notice officially in writing, and the period you will have to remain in your accommodation for depends on how frequently you pay your rent (e.g. if you pay monthly you will have to give 1 months' notice to leave).
- If you have a room in a shared house or self-contained accommodation you will, most likely, have an assured shorthold tenancy. This will either be a joint contract with your housemates or an individual contract.
- Read through your contract and see what it says about terminating the agreement. Some contracts will explicitly include terms or conditions regarding terminating the contract early, others will say that it is a fixed term contract which means that there isn't an option of terminating the contract early.
- Please contact The SU Advice and Support Centre for information and advice about leaving your accommodation early and the impact this may have on your housemates. Also, to find out about your legal and financial obligations and what options you may have.



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The SU has a commitment to producing all its publications in alternative formats for students who require it. To request an alternative format contact the Advice and Support Centre.

If you would like to discuss any of the points raised or seek advice about your academic studies, please contact us below:

The Advice and Support Centre
01225 38 6906
suadvice@bath.ac.uk



Fill in our online query form available from thesubath.com

Student Centre, level 2

Opening hours (except days when the University is shut):

Term time: Monday – Thursday 09.00–17.00, Friday 10.00–17.00

Holidays: Monday – Friday 10.00–16.00

Appointments are also available, times are on our website.

Book by phoning, e-mailing, completing our online query form or dropping in to the Advice and Support Centre.

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