

A change in degree programme allows students to change their degree and study something different from their original offer with the College.

**Who is eligible to change degree programme?**

Students who wish to change their degree programme must meet the standard entry requirements of the programme that they wish to transfer to and may also be asked to write a statement as to why they wish to change degree. The Department/School and Student Administration approve changes to degree programmes and making the request does not mean that it will be approved. Some students may not be able to change degree programme, for example, students with a Tier 4 Visa sponsored by the College may not be able to change programme due to visa restrictions. If this applies to you, you can contact Student Administration (student-administration@royalholloway.ac.uk) for further information or International Student Support Office (internationaladvice@royalholloway.ac.uk) for immigration advice.

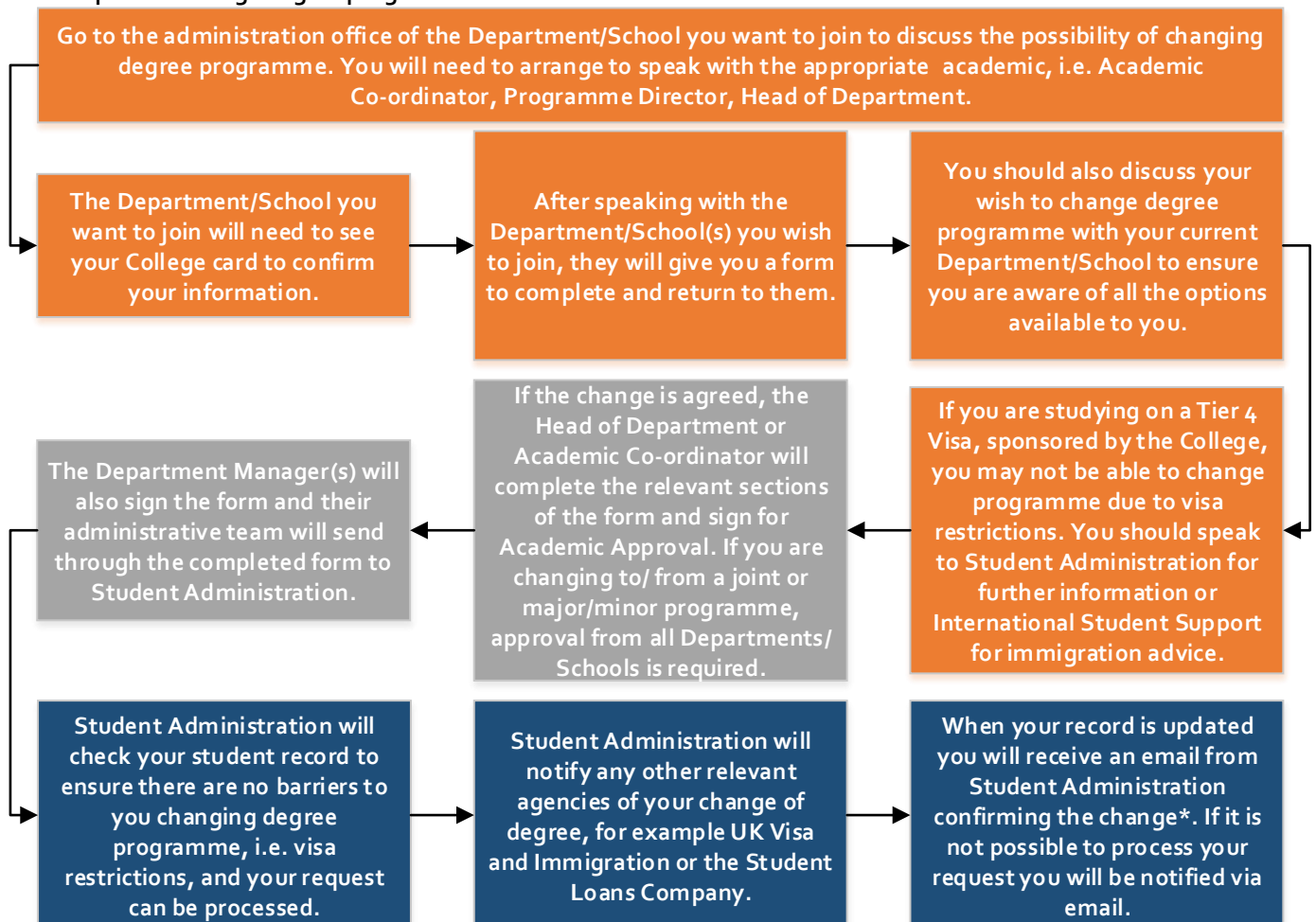
**When can I change degree programme?**

- New students** - Prior to starting at the College New students will need to contact the Admissions team (study@royalholloway.ac.uk) for further advice. If a new students wishes to change degree programme once they have arrived and enrolled they have up to the end of the third week of teaching to submit this request.
- Continuing students** - After results have been published in the summer continuing students can request to change degree programme up to the end of the third week of teaching.

For all students, a full change of degree programme can only be completed up to a maximum of three weeks after the start of teaching in Term 1, excluding Welcome week. After the third week of teaching in Term 1 and up until the end of Term 2, only a Change of Pathway request can be completed where the change is to the degree pathway title and does not affect the course units taken. Therefore, a Change of Pathway can only occur within the same department.

After the end of Term 2 up to the publication of results in July, a Change in Award or Progression request can be made. However, as changes made during this time may affect a student’s award and progression status, not just their programme of study, the request must be considered and decided upon by the relevant College Board. Changes at this time should be discussed with the relevant Department/School as it may be more appropriate to wait until after the release of results to request a change.

**How do I request to change degree programme?**



\*We endeavour to update your record within five working days of receipt of the form your Department/School. During peak times, or when further information is required, turnaround times may be extended.