

Transfer to Undergraduate Part-Time Study Policy

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1. Introduction

1.1 This policy aims to help undergraduate students who are experiencing difficulties in completing their studies on a full-time basis due to exceptional circumstances (e.g. severe ill-health or personal problems). It may be possible for such students to complete their studies on a part-time basis if staff are confident that the student would succeed on this mode of study. The circumstances may be so severe that part-time study may not be appropriate and the student may be required to interrupt their studies instead. Part-time study will not be granted for students in the first year of study at the School.

1.2 Funding

If the student is a Home/EU student in receipt of funding through Student Finance or SAAS then extending studies by more than a year may have implications for a student's funding. Advice and support is available from the [Student Advice and Wellbeing Team](#) and the [Fees Office](#) in Registry. In terms of student funding, these students are classed as taking a **full-time programme by part-time mode rather than taking a part-time programme**.

1.3 Visa

If the student is an overseas student on a tier 4 visa, **it will not be possible for the School to continue to sponsor the student on a part-time basis**. Overseas students who are experiencing problems with their studies should discuss their options with the International Student and Welfare Advisor in the Student Advice and Wellbeing Team.

1.4 Application

Students need to make an application to transfer to part-time mode of study on the [Transfer to PT mode for UG students Form](#). Please note that completing the form is not a guarantee that the application will be approved. The approval is for an initial period of two years part-time. If at the end of this period, the student requires additional years of part-time study, they will be required to make a new application for part-time study.

1.5 Modules

Students will normally take 60 credits in the first year of part-time study and 60 credits in the second of part-time study. Other arrangements may be permissible in exceptional circumstances.

1.6 Regulations

The regulations governing undergraduate part-time study can be found in section 4.6 in the [Taught Degree Regulations](#).

1.7 Process

The School aims to ensure that decisions on applications are reached as quickly as possible, since many students may be encountering high levels of stress.

2. Procedure

2.1 Student

- 2.1.1 The student should have a preliminary discussion with a member of staff from their home department (i.e. personal tutor or programme convenor).
- 2.1.2 The student should also discuss their request with a member of staff in the [Student Advice and Wellbeing Team](#) to make sure they are clear about any issues regarding funding/support/visas. The [Student Advice and Wellbeing Team](#) may refer them to the [Fees Office](#) in Registry for further advice on funding issues.
- 2.1.3 Once the student has checked any funding/support/visas issues they will need to complete sections 1 to 4 of the [Transfer to PT mode for UG students Form](#). The form does not require an actual signature; the applicant should type their name in the signature box.
- 2.1.4 The completed form must be emailed to records@soas.ac.uk.

2.2 Registry (Student Records/Fees Team)

- 2.2.1 When the form is received by the Registry, the Records Team will check to make sure the student is not a Tier 4 student. They will tick the box in section 5 to confirm this and email the form to the Fees Team.
- 2.2.2 The Fees Team will check for any funding issues. They will complete section 5 of the form and email it back to records@soas.ac.uk.
- 2.2.3 The Records Team will email the completed form to the relevant Associate Director Student Welfare for approval.

2.3 Associate Director Student Welfare

- 2.3.1 The relevant AD will review the application to ensure that:
 - (a) There are valid reasons for the request and that a transfer to part-time study would help the student to overcome these difficulties.
 - (b) The home department approves of the arrangement. (The AD will consult the student's home department in coming to a decision).
 - (c) The student has discussed their situation with staff in the [Student Advice and Wellbeing Team](#).
 - (d) The student is aware of any fees/funding issues.
 - (e) The student has listed the modules they wish to take.
- 2.3.2 Once a decision has been made, the AD will complete section 6 of the [Transfer to PT mode for UG students Form](#) and email this back to records@soas.ac.uk.

2.4 Regulatory Approval

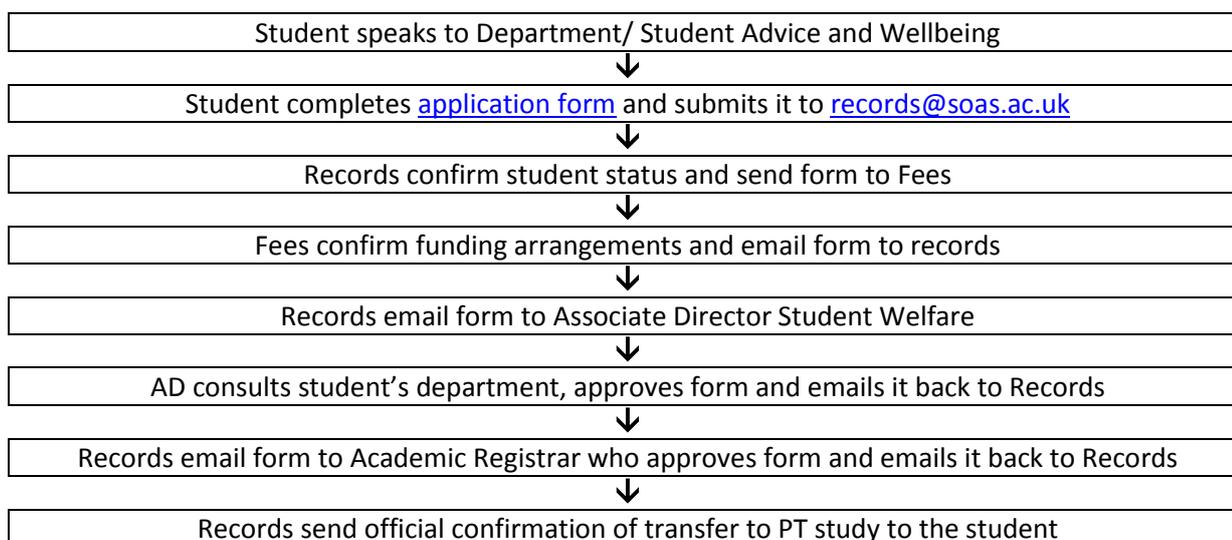
- 2.4.1 Once the form is received by the Records Team they will email it to the Academic Registrar for final approval.

2.4.2 The Academic Registrar approves the form and email it back to the Records Team who will send a formal email to the student confirming the decision. This email will be copied to:

- Student Support and Records Office (to amend the student’s record)
- Examinations and Assessments Office
- Fees and Scholarships Office
- Student’s Department Office

2.4.3 The email will make it clear that not all module may be available in the second year of part-time studies and that the choices remain provisional at this stage.

2.5 Summary of Procedure



Document Version

Valid from	Author	Changes	Published
2014/15	Nick Page, Head of Registry	introduction of policy	
2015/16	John Peck, Head of Registry and Quality	annual update	10 April 2015
2018/19	Eva Peters, Curriculum & Regulations Officer	Terminology updates in line with restructuring. Approved by LTQC 29.05.2018.	July 2018