

SRS Student Guide: Change of Circumstances

Student Guide

Student and Academic Services

UNIVERSITY OF NORTHAMPTON Waterside Campus, University Drive, Northampton,
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Version History

Date	Update Information	Who	Next Review
01/08/2024	New Document	Ross Sands, Business Readiness Manager	01/08/2025

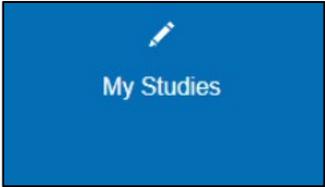
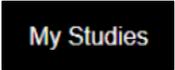
Introduction

Change of Circumstances are request processes to make changes to your programme of studies including:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

The below guide provides an overview of the processes which you need to complete to request a change. Please ensure that you follow all guidance during the request process, access guidance documents/websites and speak to relevant teams at the University to ensure that the change is right for you.

Change of Programme

What is a change of programme request?	<p>A change of programme (or transfer) is moving from one programme to another programme of study. There are two types of transfer within the University:</p> <ul style="list-style-type: none"> • An immediate transfer • A planned transfer
How to request a change of programme	<ol style="list-style-type: none"> 1. Login to the SRS Student Portal 2. Select My Studies <div style="display: flex; align-items: center; justify-content: center;">  OR  </div> <ol style="list-style-type: none"> 3. Select request a change to my studies 4. Select your request type → Change of Programme

Select Request Type

Before submitting a request, we would advise that you seek guidance and fully explore the options available to you. The [Student Support and Advice Team](#) are available to offer you friendly, professional and confidential advice and guidance.

Further information about each request can be found in the University's [Guidance Documents](#)

Please choose the type of request you'd like to make:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

Request type*

5. Read the guidance and access support links/teams → tick “I have sought advice” → click next

Change Info

Change of Programme

Please read the [Transfers Guidance Leaflet](#) and the [Financial Guidance Information](#) before submitting your request. If you have any questions, please contact the [Student Support and Advice Team](#).

You will need to contact the new programme leader and have a discussion /obtain approval for your programme change.

- I confirm that I have read and understood the Transfer Guidance Leaflet and Financial Guidance Information.
- I confirm that I have contacted the new programme leader and obtained approval (in principle) for my programme change.
- I understand and accept the implications of this request. I also understand that final approval will be subject to Student Record checks, entry qualifications and available space on the programme.
- I understand that I will receive formal notification of the outcome of my application by email.

Have you discussed your options with your programme leader/supervisor and/or a Student Support Officer?

I have sought advice*

6. Enter the following Information:

- Reason for change of programme request
- Change programme to (the name of the programme which you want to change to)
- Change of programme date (the date you want to change your programme)
- Upload any supporting evidence (if required)
- Add additional comments

Enter Request Details

Programme: BA Sociology

Programme Leader [Redacted]

Please upload any supporting evidence and/or email approvals (i.e. from the programme leader, Academic Adviser, Internal Student Support Services).

Please enter the details of your change of programme request below.

Reason for change of programme request* Academic reasons

Change programme to* BA Acting (Full Time)

Change of programme date*
Day: 17, Month: 06, Year: 2024

Upload supporting documents Upload files 0

Additional comments

Back

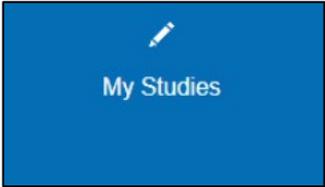
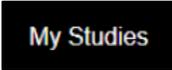
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Next

7. Click next
8. Review request details → tick “these details are correct” → Select confirm

	<div style="background-color: #333; color: white; padding: 5px;">Confirm Request Details</div> <p>Please check and confirm the details of your change of programme</p> <p>Reason for change of programme request Academic Reasons</p> <p>Change programme to BA Acting</p> <p>Change of programme date 17/Jun/2024</p> <p>Uploaded supporting document No documents uploaded</p> <p>Additional comments</p> <p style="text-align: center;"><input type="checkbox"/> These details are correct*</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Back Exit Confirm </div>
9. Your request will be sent to University teams who will confirm the outcome of your request	

Study Break

What is a study break request?	A study break is a pause or suspension in your studies for a set period of time (normally 1 year) during which time you don't engage in study and don't have access to University facilities such as NILE and the library
How to request a study break	<ol style="list-style-type: none"> 1. Login to the SRS Student Portal 2. Select My Studies <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;">  OR  </div> <ol style="list-style-type: none"> 3. Select request a change to my studies 4. Select your request type → Study Break

Select Request Type

Before submitting a request, we would advise that you seek guidance and fully explore the options available to you. The [Student Support and Advice Team](#) are available to offer you friendly, professional and confidential advice and guidance.

Further information about each request can be found in the University's [Guidance Documents](#)

Please choose the type of request you'd like to make:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

Request type*

Exit Next

5. Read the guidance and access support links/teams → tick "I have sought advice" → click next

Change Info

Study breaks

Please read the [Taking a Study Break Leaflet](#) and the [Financial Guidance Information](#) before submitting your request. If you have any questions, please contact the [Student Support and Advice Team](#).

- I confirm that I have read and understood the Taking a Study Break Guidance Document.
- I confirm that I have read and understood the Financial Guidance Information and the impact that a Study Break will have upon my student status.
- I understand and accept the implications of this request. I also understand that final approval will be subject to approval from my Programme Leader, an Academic Adviser and the Student Records team.
- I accept responsibility for any consequences of not acting on the advice I have been given (including advice for International students from [International Student Support Services](#)).
- I understand that I will receive formal notification of the outcome of my application by email. I am also aware that there may be assignments due immediately when I return and that a recent study break will not be accepted as mitigation.

Have you discussed your options with your programme leader/supervisor and/or a Student Support Officer?

I have sought advice*

Back Exit Next

6. Enter request details including:

- Reason for study break request
- Study break take effect in (e.g. academic year the study break is to take effect in)
- Study break date
- Return from study break date
- Upload supporting documents (e.g. approvals or information to support your request)

- Additional comments

Enter Request Details

Programme: BA Sociology
Programme Leader: [REDACTED]

Please upload any supporting evidence and/or email approvals (i.e. from the programme leader, Academic Adviser, Internal Student Support Services).
Please enter the details of your study break request below.

Reason for study break request* Financial reasons

Study break to take effect in Current Year

Study break date*
Day: 17, Month: 06, Year: 2024

Return from study break date*
Day: 23, Month: 09, Year: 2024

Upload supporting documents Upload files

Additional comments

Back Exit Next

7. Click next

8. Review the details → tick "these details are correct" → Select confirm

	<div style="border: 1px solid black; padding: 10px;"> <p style="background-color: black; color: white; padding: 2px 5px;">Confirm Request Details</p> <p>Please check and confirm the details of your study break</p> <p style="text-align: center;">Reason for study break request Financial Reasons</p> <p style="text-align: center;">Study break to take effect in Current Year</p> <p style="text-align: center;">Study break date 17/Jun/2024</p> <p style="text-align: center;">Return from study break date 23/Sep/2024</p> <p style="text-align: center;">Uploaded supporting document No documents uploaded</p> <p style="text-align: center;">Additional comments</p> <p style="text-align: center;"><input checked="" type="checkbox"/> These details are correct*</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Back Exit Confirm </div> </div> <p>9. Your request will be sent to University teams who will confirm the outcome of your request</p>
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Withdrawal

<p>What is a withdrawal request?</p>	<p>A withdrawal request is the process whereby you formally request to withdraw from your studies at the University.</p>
<p>How to request to withdraw from your programme</p>	<ol style="list-style-type: none"> 1. Login to the SRS Student Portal 2. Select My Studies <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;"> <div style="background-color: #0070C0; color: white; padding: 10px; text-align: center; width: 100px;">  My Studies </div> OR <div style="background-color: black; color: white; padding: 10px; text-align: center; width: 100px;"> My Studies </div> </div> <ol style="list-style-type: none"> 3. Select request a change to my studies 4. Select your request type → Withdrawal

Select Request Type

Before submitting a request, we would advise that you seek guidance and fully explore the options available to you. The [Student Support and Advice Team](#) are available to offer you friendly, professional and confidential advice and guidance.

Further information about each request can be found in the University's [Guidance Documents](#)

Please choose the type of request you'd like to make:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

Request type*

Exit

Next

5. Read the guidance and access support links/teams → tick "I have sought advice" → click next

Change Info

Withdrawals

Our aim is to ensure that you make the right decision and, should you decide to leave the University, the financial and visa implications (where applicable) of your withdrawal are understood.

Please read the [Withdrawals Guidance Leaflet](#) and the [Financial Guidance Information](#) before submitting your request. If you have any questions, please contact the [Student Support and Advice Team](#).

- Before submitting a withdrawal request you should discuss your intention to withdraw from your studies with your Programme Leader/Supervisor or their local Student Support Advisors.
- If you require a visa to study, you should contact [International Student Support Services](#) to find out the implications for your visa before submitting a withdrawal request.
- If you do decide to leave the University, we need some information to enable us to inform your tutors, employer, and other official agencies (e.g., Student Loans, UKVI, Bodies like CIPD etc) who require records to be amended.
- If you are withdrawing in the first two weeks of your course and are looking to study at another University, then please contact Admissions on 0300 3032772 to release you into clearing via UCAS.
- You should note that you are liable for ALL FEES up to the date that your request is submitted.

If you are experiencing financial difficulties, have you investigated the possible sources of financial support available with the [Financial Guidance Team](#)?

I confirm that I have read and understood the Withdrawal Guidance Leaflet and the Financial Guidance Document and the impact that withdrawing from my studies will have upon my student status.

Have you discussed your options with your programme leader/supervisor and/or a Student Support Officer?

I have sought advice*

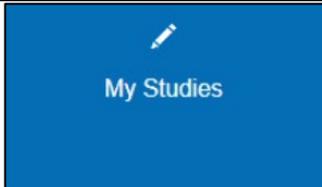
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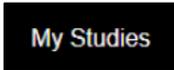
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6. Complete the request details including:

- Reason for withdrawal
- Withdrawal date
- Upload supporting documents (if applicable)



OR



3. Select request a change to my studies
4. Select your request type → Study Restart

Select Request Type

Before submitting a request, we would advise that you seek guidance and fully explore the options available to you. The [Student Support and Advice Team](#) are available to offer you friendly, professional and confidential advice and guidance.

Further information about each request can be found in the University's [Guidance Documents](#)

Please choose the type of request you'd like to make:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

Request type*

5. Read the guidance and access support links/teams → tick "I have sought advice" → click next

Change Info

Restarts

Please read the [Restart and Repeat Year Guidance](#) and the [Financial Guidance Information](#) before submitting your request. If you have any questions, please contact the [Student Support and Advice Team](#).

- I confirm that I have read and understood the Restart and Repeat Year Guidance Document.
- I confirm that I have read and understood the Financial Guidance Information and the impact that a restart will have upon my student status.
- I confirm that I have consulted the [Financial Guidance Team](#) regarding my request to restart.
- I understand and accept the implications of this request. I also understand that final approval will be subject to approval from an Academic Adviser, Student Record checks, entry qualifications and available space on the programme.
- For restarts on a different programme only: I confirm that I have contacted the new programme leader and obtained approval (in principle) for my programme change.
- I understand that for restarts on a different programme, I may be required to attend and be successful at interview.
- I accept responsibility for any consequences of not acting on the advice I have been given (including advice for International students from [International Student Support Services](#)).

Have you discussed your options with your programme leader/supervisor and/or a Student Support Officer?

I have sought advice*

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6. Enter the request details including:

- Reason for study restart request
- Confirm if restart is on same programme
 - i. If no, select the name of the programme you want to restart on
- End date of current study
- Date of intending to restart programme
- Upload any supporting documents
- Add additional comments

Enter Request Details

Programme: BA Sociology

Programme Leader [Redacted]

Reason for study restart request* Maternity/Paternity

Is this restart for the same programme? No

If No, select a programme to restart on* BA Acting for Contemporary & Devised Performance (Full Time)

End date of current study*
Day: 17, Month: 06, Year: 2024

Date intending to restart programme *
Day: 23, Month: 09, Year: 2024

Upload supporting documents Upload files 0

Additional comments

Back

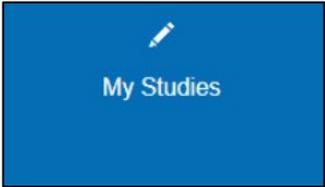
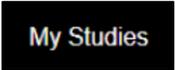
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Next

- 7. Click next
- 8. Review the details → tick "these details are correct" → Select confirm

	<div style="background-color: black; color: white; padding: 5px;">Confirm Request Details</div> <p>Please check and confirm the details of your study restart</p> <p>Reason for study restart request Maternity/Paternity</p> <p>Restart on programme BA Acting for Contemporary & Devised Performance</p> <p>End date of current study 17/Jun/2024</p> <p>Date intending to restart programme 23/Sep/2024</p> <p>Uploaded supporting document No documents uploaded</p> <p>Additional comments</p> <p style="text-align: right;"><input checked="" type="checkbox"/> These details are correct*</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Back Exit Confirm </div>
<p>9. Your request will be sent to University teams who will confirm the outcome of your request</p>	

Authorised Absence

<p>What is an authorised absence request?</p>	<p>An authorised absence request is an application which international students can make in order to take a short absence from their studies.</p>
<p>How to request an authorised absence</p>	<ol style="list-style-type: none"> 1. Login to the SRS Student Portal 2. Select My Studies <div style="display: flex; align-items: center; justify-content: center; margin: 10px 0;">  OR  </div> <ol style="list-style-type: none"> 3. Select request a change to my studies 4. Select your request type → Authorised Absence

Select Request Type

Before submitting a request, we would advise that you seek guidance and fully explore the options available to you. The [Student Support and Advice Team](#) are available to offer you friendly, professional and confidential advice and guidance.

Further information about each request can be found in the University's [Guidance Documents](#)

Please choose the type of request you'd like to make:

- Change of Programme
- Study Break
- Withdrawal
- Study Restart
- Authorised Absence

Request type*

Exit

Next

5. Read the guidance and access support links/teams → tick "I have sought advice" → click next

Change Info

Authorised Absences

Have you discussed the implications of your change of programme with [International Student Support Services](#)?

Have you discussed your options with your programme leader/supervisor and/or a Student Support Officer?

I have sought advice*

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Next

6. Enter request details including:

- Reason for authorised absence request
- Authorised absence to take effect in (e.g. academic year the authorised absence will take place in)
- Authorised absence start date
- Return from authorised absence date
- Upload files (e.g. approval emails, evidence of reason for absence)
- Additional comments (e.g. enter information which is relevant for your application)

Reason for authorised absence request*

Health reasons (physical) ▾

Authorised absence to take effect in

Current Year ▾

Authorised absence date*

Day

Month

Year

17 ▾

06 ▾

2024 ▾

Return from authorised absence date*

Day

Month

Year

23 ▾

06 ▾

2024 ▾

Upload supporting documents

Upload files 0

Additional comments

7. Click next

8. Review the details → tick "these details are correct" → Select confirm

Confirm Request Details

Please check and confirm the details of your authorised absence

Reason for authorised absence request Health Reasons (Physical)

Authorised absence to take effect in Current Year

Authorised absence date 17/Jun/2024

Return from authorised absence date 23/Jun/2024

Uploaded supporting document No documents uploaded

Additional comments

These details are correct*

Back

Exit

Confirm

9. Your request will be sent to the International Student Support Services team who will review your request and confirm the outcome

Where can I get help?

If you need any help with making a request then please contact the Student Information Desk:

- **P:** +44 (0)1604 892833
- **E:** SID@northampton.ac.uk
- **A:** Student Information Desk, Learning Hub, Waterside Campus