SRS Student Guide: Change of Circumstances

Student Guide

Student and Academic Services

UNIVERSITY OF NORTHAMPTON Waterside Campus, University Drive, Northampton, NN1 5PH

Contents

Version History

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



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	A change of programme (or transfer) is moving from one programme to another programme of study. There are two						
programme request?	ypes of transfer within the University:						
	An immediate transfer						
	A planned transfer						
How to request a change	1. Login to the <u>SRS Student Portal</u>						
of programme	2. Select My Studies						
	My Studies						
	OR My Studies						
	3. Select request a change to my studies						
	4. Select your request type \rightarrow Change of Programme						



Select Request Type						
Before submitting a request, we would advise that you se	ek guidance and fully explore the options avai	lable to you. The Student Support a	and Advice Team are available to offe	ar you friendly, professional and confidential		
advice and guidance.						
Further information about each request can be found in the	ne University's Guidance Documents					
Please choose the type of request you'd like to make:						
Change of Programme Study Break						
Withdrawal Study Destant						
Study Restart Authorised Absence						
Request type*	Change of Programme	v 15				
	Exit	Next				
				Logged III. TOIL Malson (Logou		
Change Info						
Change of Programme						
Please read the Transfers Guidance Leaflet and the Fina	ncial Guidance Information before submitting	your request. If you have any questi	ons, please contact the Student Sup	oport and Advice Team.		
You will need to contact the new programme leader and h	nave a discussion /obtain approval for your pro	ogramme change.				
I confirm that I have read and understood the Trans Loopfirm that I have contacted the new programme	fer Guidance Leaflet and Financial Guidance l leader and obtained approval (in principle) for	Information. my programme change				
I understand and accept the implications of this requ	uest. I also understand that final approval will I	be subject to Student Record check	s, entry qualifications and available	space on the programme.		
I understand that I will receive formal notification of	the outcome of my application by email.	ioor0				
Have you discussed your options with your programme is	adensupervisor and/or a student support On	ICEI ?				
	□ I have sought advice*					
	□ I have sought advice*					
	□ I have sought advice* Back	Exit	Next			
 Enter the following Information 	I have sought advice* Back On:	Exit	Next			
 6. Enter the following Information Reason for change of pro- 	Back Back	Exit	Next			
 6. Enter the following Information Reason for change of programme to (t) 	Back Back Back Back Back Back Back Back	Exit	Next			
 6. Enter the following Information Reason for change of proceeding Change programme to (the change of programme data) 	■ I have sought advice* Back ogramme request he name of the program ate (the date you want to	Exit me which you wan o change your prog	Next t to change to) tramme)			
 6. Enter the following Information Reason for change of proceeding of the change programme to (the change of programme data) Upload any supporting endots 	Back Back Back Degramme request he name of the program ate (the date you want to vidence (if required)	Exit me which you wan o change your prog	Next t to change to) gramme)			
 6. Enter the following Information Reason for change of proceeding of the change programme to (the change of programme date) Change of programme date Upload any supporting entered Add additional comment 	Back Back Back Degramme request he name of the program ate (the date you want to vidence (if required)	Exit The which you wan to change your prog	Next t to change to) gramme)			



Enter Request Details				
Programme: BA Sociology				
Programme Leader				
Please upload any supporting evidence and/or email ap	provals (i.e. from the program	nme leader, Academic	Adviser, Internal Studer	nt Support Services).
Please enter the details of your change of programme re-	equest below.			
Reason for change of programme request*	Academic reasons		~	
Change programme to*	BA Acting (Full Time)		× *	
Change of programme date*	Day Mo	onth	Year	
	17 ~	06 🗸	2024 ~	
Upload supporting documents	Upload files 0			
Additional comments				
	Back		Exit	Next
7. Click next				
8. Review request details \rightarrow tick "these d	etails are correct" \rightarrow	Select confirm		



Confirm Request Details			
Please check and confirm the details of your change of programme			
Reason for change of programme request	Academic Reasons		
Change programme to	BAActing		
Change of programme date	17/Jun/2024		
Uploaded supporting document	No documents uploaded		
Additional comments			
	These details are correct*		
	Back	Exit	Confirm
9. Your request will be sent to University	teams who will confirm the	e outcome of your reqest	

Study Break

What is a study break	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	1. Login to the <u>SRS Student Portal</u>
break	2. Select My Studies
	My Studies
	My Studies OR
	3. Select request a change to my studies
	4. Select your request type \rightarrow Study Break



Select	Request Type							
Before	submitting a request, we wo	uld advise that you s	eek guidance and fully ex	plore the options available	to you. The Student Su	pport and Advice Team are ava	ailable to offer you friendly, professio	onal and confidential
advice a	ice and guidance.							
Further	information about each req	uest can be found in t	the University's Guidance	Documents				
- Cl	nance of Programme	you u like to make.						
• St	udy Break							
• W • St	ithdrawal udy Restart							
• A	uthorised Absence							
		Request type*	Study Break		~	212		
				Exit	Ne:	xt		
R C	ad the guidan	re and acce	ss sunnart lir	ks/toams -> ti	ck "I have so	$ught advice'' \rightarrow c$	lick nevt	
Please • • • • • • • •	read the Taking a Study Br confirm that I have read an confirm that I have read an understand and accept the accept responsibility for any understand that I will receiv (ccepted as mitigation, rou discussed your options the state of the st	eak Leaflet and the F d understood the Taki d understood the Fina implications of this re y consequences of no e formal notification of with your programme	Financial Guidance Inform ing a Study Break Guidan ancial Guidance Informatii aquest. I also understand I of acting on the advice I ha of the outcome of my appl leader/supervisor and/or I have sought advice	ation before submitting you ice Document. on and the impact that a St that final approval will be su ave been given (including a lication by email. I am also a Student Support Officer?	r request. If you have an udy Break will have upo ibject to approval from r dvice for International s aware that there may be	ny questions, please contact th on my student status. ny Programme Leader, an Aca tudents from International Stud a assignments due immediately	e Student Support and Advice Team demic Adviser and the Student Reco tent Support Services). / when I return and that a recent stu	n. ords team. dy break will not be
			Back		Exit	Next		
5. Fr	iter request de	tails includ	ing:					
•	Reason for st	udv break	request					
•	Ctudy broaks							
	Sludy break	take effect i	in (e.g. acader	nic vear the st	udv break is	to take effect in)	
•	Study break	take effect i date	in (e.g. acader	nic year the st	udy break is	to take effect in)	
•	Study break Study break Return from	take effect i date studv break	in (e.g. acader k date	nic year the st	udy break is	to take effect in)	
•	Study break Study break Return from	take effect i date study break orting docu	in (e.g. acader k date iments (e.g. al	mic year the st	udy break is	support your re) quest)	



Additional comments					
Enter Request Details					
Programme: BA Sociology					
Programme Leader:					
Please upload any supporting evidence and/or email approvals (i.e. fro	om the programme leader, Academic Advi	ser, 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 Month	Year			
	17 🗸 06	✔ 2024	~		
Return from study break date*	Day Month	Year			
	23 🗸 09	✓ 2024	~		
Upload supporting documents	Upload files 0				
Additional comments					
			12		
	Back	Exit	N	ext	
7. Click next					
8 Poviow the details \rightarrow tick "t	hoso dotails aro c	orroct" -> Soloct	confirm		
o. Review the details 7 tick t	nese detalls are c	orrect - Select	CONTINUE		



Confirm Request Details			
Please check and confirm the details of your study break			
Reason for study break request	Financial Reasons		
Study break to take effect in	Current Year		
Study break date	17/Jun/2024		
Return from study break date	23/Sep/2024		
Uploaded supporting document	No documents uploaded		
Additional comments			
	These details are correct*		
	Back	Fvit	Confirm
	Daux	LAR	Comm
9. Your request will be sent to University	y teams who will confirm the outo	come of your request	

Withdrawal

What is a withdrawal request?	A withdrawal request is the process whereby you formally request to withdraw from your studies at the University.
How to request to	1. Login to the <u>SRS Student Portal</u>
withdraw from your	2. Select My Studies
programme	My Studies OR
	3. Select request a change to my studies
	4. Select your request type \rightarrow Withdrawal



Select Request Type								
Before submitting a request, we would advise that you s advice and quidance	eek guidance and fully explore the options a	vailable to you. The Student Suppor	rt and Advice Team are available	to offer you friendly, professional and confiden	ntial			
Further information about each request can be found in	her information about each request can be found in the University's Guidance Documents							
Please choose the type of request you'd like to make:	hoose the type of request you'd like to make:							
Change of Programme Study Break Withdrawal Study Restart Authorised Absence								
Request type*	Withdrawal	 ★ 						
	Exit	Next						
5. Read the guidance and acce	ess support links/teams	\rightarrow tick "I have soug	sht advice" $ ightarrow$ click	next				
Change Info								
Withdrawals								
Our aim is to ensure that you make the right decision a	nd, should you decide to leave the University	, the financial and visa implications	(where applicable) of your withdr	awal are understood.				
Please read the Withdrawals Guidance Leaflet and the	Financial Guidance Information before subn	itting your request. If you have any	questions, please contact the Stu	udent Support and Advice Team.				
 Before submitting a withdrawal request you shoul If you require a visa to study, you should contact If you do decide to leave the University, we need amended. If you are withdrawing in the first two weeks of yo You should note that you are liable for ALL FEES 	d discuss your intention to withdraw from you international Student Support Services to fin some information to enable us to inform you ur course and are looking to study at anothe up to the date that your request is submitted	In studies with your Programme Lea d out the implications for your visa be tutors, employer, and other official a University, then please contact Adm	der/Supervisor or their local Stud efore submitting a withdrawal req agencies (e.g., Student Loans, U missions on 0300 3032772 to rele	lent Support Advisors. quest. KVI, Bodies like CIPD etc) who require record ease you into clearing via UCAS.	Is to be			
If you are experiencing financial difficulties, have you in	vestigated the possible sources of financial	support available with the Financial (Guidance Team?					
I confirm that I have read and understood the Withdraw	al Guidance Leaflet and the Financial Guida	nce Document and the impact that v	withdrawing from my studies will h	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*							
	Back	Exit	Next					
Complete the very set date								
6. Complete the request detai	is including:							
Reason for withdrawal								
Withdrawal date								
 Upload supporting docu 	iments (if applicable)							



Add additional commer	its						
Tick/untick contact box							
Enter Request Details							
Programme: BA Sociology							
Programme Leader:							
Reason for withdrawal request*			`	•			
Withdrawal date*	Day	Month	Year	-			
Withdrawar date	13 🗸	06 ~	2024	•			
Upload supporting documents	Upload files 0						
Additional comments							
		tain further details about	t your reason for locuing	2			
	to help us learn fror	n your experience. Plea	ise tick the box if you DO				
	NOT wish to receive	e a telephone call or pa	rticipate in a survey.				
	Back		Exit	Next			
7 Click next							
8 Review the details \rightarrow tick "t	hese details a	re correct" -	Select confi	rm			
9 Vour request will be sent to	l Iniversity te	ams who wil	l confirm whe	n vour reque	st has hear	nrocessed	
J. Tour request will be selle to	, oniversity te			in your reque	Schas neel	i pi ocesseu	

Study Restart

What is a study restart	A study restart is to recommence on the same programme of study or a different programme of study, normally starting
request?	from the beginning
How to request a study	1. Login to the <u>SRS Student Portal</u>
restart	2. Select My Studies



My Studies OB
 Select request a change to my studies 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* Study Restart
Exit Next 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.
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.
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 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 pr 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*
Back Exit Next
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
Unload any supporting documents
Add additional comments



Enter Request Details				
Programme: BA Sociology				
Programme Leader				
Reason for study restart request*	Maternity/Paternity		*	
Is this restart for the same programme?	No		*	
If No, select a programme to restart on*	BAActing for Contemporar	y & Devised Performance (Full 1	Γime) 🗸 🗸	
End date of current study*	Day	Month	Year	
	17 🗸	06 🗸	2024 🗸	
Date intending to restart programme *	Day	Month	Year	
	23 🗸	09 🗸	2024 🗸	
Upload supporting documents	Upload files 0			
Additional comments				
			ĥ	
	Pack		Ev.4	Next
	Dack		EXIL	INEXL
7. Click next				
8. Review the details \rightarrow tick "these detai	Is are correct" \rightarrow	Select confirm		



Confirm Request Details			
Please check and confirm the details of your study restart			
Reason for study restart request	Maternity/Paternity		
Restart on programme	BA Acting for Contemporary & Devised Perform	nance	
End date of current study	17/Jun/2024		
Date intending to restart programme	23/Sep/2024		
Uploaded supporting document	No documents uploaded		
Additional comments			
	These details are correct*		
	Back	Exit	Confirm
9. Your request will be sent to University	teams who will confirm the	e outcome of your request	

Authorised Absence

What is an authorised	An authorised absence request is an application which international students can make in order to take a short absence
absence request?	from their studies.
How to request an	1. Login to the <u>SRS Student Portal</u>
authorised absence	2. Select My Studies
	My Studies
	OR My Studies
	3. Select request a change to my studies
	4. Select your request type \rightarrow Authorised Absence



Select Request Type				
Before submitting a request, we value advice and guidance.	would advise that you seek guidance and fully	explore the options available to you. The Student S	Support and Advice Team are available to c	ffer you friendly, professional and confider
Further information about each re	equest can be found in the University's Guidan	e Documents		
Please choose the type of reques	st you'd like to make:			
 Change of Programme Study Break Withdrawal Study Restart Authorised Absence 				
	Request type* Authorised Absence	~	$\frac{h}{2}$	
		Exit	Vext	
. Read the guidar	nce and access support li	nks/teams $ ightarrow$ tick "I have se	ought advice" $ ightarrow$ click n	ext
Change Info				
Authorised Absences	and of your change of programme with laters of	anal Student Support Services		
Have you discussed the implicati	shis or your change or programme with internat	a Student Support Officer?		
nave you discussed your options				
	I have sought advic	3		
	D1	5-24	Mark	
	Back	EXIT	Next	
6. Enter request d	etails including:	Exit	Next	
Reason for a	authorised absence requ	est		
Authorised	absence to take effect in	(e.g. academic year the au	thorised absence will t	ake place in)
Authorised	absence start date			
Return from	i authorised absence dat	e		
 Upload files 	(e.g. approval emails, ev	idence of reason for abser	ice)	
oprodu mes			ice)	



Reason for authorised absence request*	Health reasons (phy	sical)	~	
Authorised absence to take effect in	Current Year		~	
Authorised absence date*	Day	Month	Year	
	1/ ✓ Dav	06 V	2024 Vear	
Return from authorised absence date	23 ~	06 🗸	2024 ~	
Upload supporting documents	Upload files 0			
Additional comments	1			
7. Click next 8. Review the details \rightarrow tick "these de	tails are correct" \rightarrow S	Select confirm		



Confirm Request Details					
lease 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		
 Your request will be sent to the Inte 	rnational Student Suppo	ort Services team who will	review your request and		
confirm the outcome			- <u> </u>		

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: <u>SID@northampton.ac.uk</u>
- A: Student Information Desk, Learning Hub, Waterside Campus