
Changing or leaving your course

Changing or leaving your course is a major decision and this is likely to be a worrying time for you. By facing up to the situation and seeking appropriate support, the decision will hopefully become more manageable. This guide will identify the key issues that you will need to consider and outline the sources of support available to you within and outside of the University.

On making the decision to leave your course you will have three main options open to you:

- transfer to another course
- suspend your studies
- withdraw from your course

For full details of the University of Portsmouth's policy regarding 'Transfer', 'Suspension' or 'Withdrawal' please refer to the article on MyPort, accessed via <http://myport.ac.uk/>. To find the articles type 'withdraw' into the search box and then click on the relevant article.

Transferring to a different course:

What is it about your course that you don't like? You will need to be clear on this point to make sure that you do not end up changing courses without solving the underlying problem.

If you are not enjoying the course content, check out what modules are yet to come. Is it possible to choose modules which might appeal more to your interests? Are you finding the work too challenging? Would study skills support help you to engage more with your subject?

Whatever the problem, talk to your personal tutor or make an appointment to see a Careers Adviser at the Careers and Employability Centre to discuss your situation. Our Careers Advisers are professionally trained to give impartial advice and will be able to help you plan for your future, whatever your eventual decision may be.

If you are considering transferring to another course within the University of Portsmouth, you will need to approach the department that interests you to see if they are prepared to offer you a place. You will also need to discuss your decision with your personal tutor. The further you move into the autumn term, the harder it becomes to change course as you will have missed too much tuition on the new course. As a guide, beyond mid-November transfers become increasingly unlikely and it would be more usual to suspend studies and to start the new course in a new academic year. However, some courses may have a cut off much earlier than this, even as early as 4 weeks into term. In **all** cases speak to either an admissions tutor or course administrator for the course you are interested in.

Course transfers will only be actioned once you have completed the appropriate Transfer Form which is available from your current department's administration office, and will then only be sanctioned if both departments agree to the move.

Suspending your studies:

Some students, for a range of reasons, may need to take a temporary break from (suspend) their studies. Again, talk to your personal tutor if you think you need to consider this option. If you wish to suspend your studies for a short while, you will need to seek the formal agreement of your Head of Department, complete

a Suspension Form which is available from your department administration office and have this approved by your department.

Taking a break from your studies will affect your tuition and accommodation fees so you should inform your department of your plans as soon as possible. The Student Finance Centre in the Nuffield Centre will be able to advise you on issues regarding student finance so that you can start exploring the implications of your decision.

Withdrawing from your course:

You may feel that withdrawal from your course at the University is the best option for you but the University may be able to support you through your current difficulties, whatever they may be.

In the first instance talk to your Personal Tutor or book an appointment with an adviser at the Careers and Employability Centre, to explore what your options might be - such as taking a temporary suspension or a transfer of course. They will be able to guide you regarding which would be the best option for you and signpost you to additional support if required (see below for departments that may be able to help).

As with suspending your studies, withdrawing from your course will have financial implications and you will need to explore the impact of withdrawal on any future funding support for undergraduate studies.

If you do decide to withdraw, you will need to follow the University of Portsmouth procedure, completing the Online Withdrawal Request Form and making arrangements regarding finance, more details are available in the [MyPort](#) article.

Transferring to another university:

If you intend to transfer to another university you will need to contact the Admissions Tutor of the course that you are interested in. They will explain the procedure that you will need to follow to apply for a place. You may be able to apply as a direct applicant but they may require you to apply through www.ucas.com. You will need to explore what funding you may be entitled to for your new course. You will also need to complete the Online Withdrawal Request Form.

Further support:

- **Careers and Employability Service** - 28 Guildhall Walk, 023 9284 2684, careers@port.ac.uk, www.port.ac.uk/careers
- **Student Finance Centre** - Nuffield Centre, 023 9284 3014, student.finance@port.ac.uk, [Further information is available on MyPort](#)
- **Chaplaincy Department** - Nuffield Centre, 023 9284 3030, chaplains@port.ac.uk, [Further information is available on MyPort](#)
- **Student Wellbeing Service** - Nuffield Centre, 023 9284 3157, wellbeing@port.ac.uk, [Further information is available on MyPort](#)
- **International Office** - Nuffield centre, 023 9284 3488, international.office@port.ac.uk, www.port.ac.uk/international-students/

Other sources of information

In addition to the above you can access careers guidance through the government's National Careers Service nationalcareersservice.direct.gov.uk or phone 0800 100 900.

TargetJobs: Useful online information if you are thinking about leaving your course: <https://targetjobs.co.uk/careers-advice/career-planning/434249-changing-or-leaving-your-course>

Disclaimer: Every effort has been made to ensure the accuracy of the information contained in this publication at the time of printing. However, this information could be subject to change. Updated January 2018.

Accessibility: If the information in this document is required in a different format, please contact us for assistance. Careers and Employability Service, 28 Guildhall Walk, T: **02392 842684**, W: www.port.ac.uk/careers