What if a Tier 4 student cannot attend a census point?

If you cannot attend in person for a valid reason such as illness or for reasons connected to your programme of study, you must e-mail the School at

mathematics@manchester.ac.uk

to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the School as soon as possible after you return to campus.

Students who are recorded as interrupting their studies are not expected to attend during their period of interruption.

What happens if a student does not attend a census point?

The School must be able to confirm your presence to the UKVI by the end of each census point in the academic year. If you do not attend a census point when required by your School and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKVI and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

Further information on Tier 4 visas can be found at the website: https://www.gov.uk/tier-4-general-visa

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact pbs@manchester.ac.uk

4.3 HOW TO CHANGE YOUR DEGREE PROGRAMME OR STATUS

The University of Manchester’s Undergraduate Degree Regulations are given in Appendix B of this Handbook (for First, Second and Third Year students) and Appendix C of this Handbook (for Fourth Year students). These Regulations give the formal progression rules. To progress from one year of the degree programme to the next, students have to satisfy the criteria given in the progression rules. Appendix B and Appendix C also explain the criteria that have to be satisfied for students to achieve the various degree classifications for the MMath and BSc Honours Degrees, as well as the requirements for the award of the BSc Ordinary Degree, the Diploma of Higher Education and the Certificate of Higher Education.

Occasionally, students realise that they have made a mistake in their choice of degree programme and wish to transfer to a different degree programme. Alternatively, students sometimes decide to withdraw from their degree programme or apply to interrupt their studies. The procedures to be followed by students in these situations are given below.
In all cases, do consult your Academic Advisor and the Senior Tutor before making a decision. We are here to help and advise you. We may be able to suggest alternative solutions to the problems and difficulties that you are experiencing.

**Transfer between degree programmes**

Students contemplating any change of degree programme should consult their Academic Advisor as soon as possible. You must then see the Senior Tutor, Dr. R. M. Thomas, Room 1.108, Alan Turing Building. (Any transfer request requires the approval of the Senior Tutor.) If the Senior Tutor agrees to your request, she will ask you to complete the **Transfer Form** to apply for permission to transfer to a different degree programme. The **Transfer Form** is available from the Senior Tutor or from the School’s Teaching and Learning Office (via Reception in the Alan Turing Building) or from the website:

[http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/](http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/)

Advice about changing degree programmes can be found at the website:

[http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/course-change/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/course-change/)

**Interruption (or suspension) of studies**

Sometimes students need to interrupt their programme of study to help them to recover from medical problems, or to resolve issues of a personal or financial nature. Alternatively, students may wish to suspend their studies to undertake a period of industrial or commercial experience, or to take up a sabbatical post in the Students’ Union. If you are thinking of interrupting or suspending your studies, then you must discuss your plans with your Academic Advisor as soon as possible. You must then see the Senior Tutor, Dr. R. M. Thomas, Room 1.108, Alan Turing Building, to discuss your application. She will ask you to complete the **Interruption and/or Repeat of Studies Form** to apply for permission to interrupt your studies. (Note that part of the form has to be completed by the Senior Tutor.) The **Interruption and/or Repeat of Studies Form** is available from the Senior Tutor or from the School’s Teaching and Learning Office (via Reception in the Alan Turing Building) or from the website:

[http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/](http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/)

Advice about interruption of studies (taking a break from your degree programme) can be found at the website:

[http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/interruption/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/interruption/)

**Repeat of studies**

Students are not normally allowed to repeat a year or a semester of their degree
programme unless they can make a strong case based on mitigating circumstances. If you feel that you have such a case, you should discuss it with your Academic Advisor as soon as possible. You must then see the Senior Tutor, Dr. R. M. Thomas, Room 1.108, Alan Turing Building, to discuss your application. She will ask you to complete the Interruption and/or Repeat of Studies Form to apply for permission to repeat part of your studies. (Note that part of the form has to be completed by the Senior Tutor.) The Interruption and/or Repeat of Studies Form is available from the Senior Tutor or from the School’s Teaching and Learning Office (via Reception in the Alan Turing Building) or from the website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/

Note that students are expected to pay the fees for the repeat year or repeat semester. Note also that students are not normally allowed to repeat the year without attendance (that is, take the examinations the following year, without attending lectures and classes).

Withdrawing from your degree programme

Students who are thinking of leaving (withdrawing from) their degree programme should consult their Academic Advisor as soon as possible. You must also see the Senior Tutor, Dr. R. M. Thomas, Room 1.108, Alan Turing Building. If you do decide to withdraw, the Senior Tutor will ask you to confirm your decision in writing by completing a Student Withdrawal Form, available from the Senior Tutor or from the School’s Teaching and Learning Office (via Reception in the Alan Turing Building) or from the website:

http://www.maths.manchester.ac.uk/study/undergraduate/information-for-current-students/undergraduateforms/

Advice about withdrawing from your degree programme can be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/formal-procedures/withdrawal/

Tuition Fees for Students who Withdraw or Interrupt

It is expected that students who are funded by the Student Loans Company (SLC) will be charged the following fees when they withdraw or interrupt (suspend) their studies.

- Withdrawal/suspension between 15 September 2014 and 11 January 2015: 25% of the total fee will be charged
- Withdrawal/suspension between 12 January 2015 and 26 April 2015: 50% of the total fee will be charged
- Withdrawal/suspension between 27 April 2015 and 5 June 2015: Full tuition fee will be charged
Home/EU and International students responsible for the payment of their own tuition fees will be charged on a daily basis should they withdraw or suspend their studies.

Further information may be found at the website:

http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/tuition-fees/refunds/