

Student Services

Information for
Undergraduate Students



PRIFYSGOL
BANGOR
UNIVERSITY

**THINKING
OF
LEAVING?**

**THINK
AGAIN!**

Information for Undergraduate Students on:-

- **Transferring from Bangor University elsewhere**
- **Changing courses within Bangor University**
- **Interrupting/Suspending your studies**
- **Withdrawing from the University**
- **Repeating your studies**

www.bangor.ac.uk/studentservices

Each year a number of students recognise that despite the research they carry out before coming to Bangor University, they are on the wrong course, they are at the wrong University or more radically that they do not wish to be at University at all.

This can be a stressful time; families and friends are surprised and may find it difficult to understand, and your future may appear very uncertain.

It is however, important to give yourself sufficient time to adjust to your new environment even though you may be feeling homesick. It takes courage to face up to these facts but you can be assured that Bangor University has a number of sources of support which can help guide you through this period of uncertainty.

IDENTIFYING THE PROBLEM

Firstly you should try to identify the root of the problem. Does it involve?

- The academic content/style of the course you have chosen
- Is it Bangor University itself
- Personal problems (medical/family difficulties/financial)

It may be that these issues, depending on the nature of the problem can be resolved by talking to your Personal Tutor, an appropriate member of the School, School administrative staff or the Student Support Team in Student Services.

If this does not resolve the situation and the problem goes deeper, you may need to give some further thought to your options and consider whether you should:

- Stay put and carrying on with studies
- Change course at Bangor or consider transferring to a different University
- Leaving Higher Education altogether

HOW DO I GO ABOUT CHANGING MY COURSE WITHIN BANGOR UNIVERSITY ?

You will need to approach the School you wish to transfer to, firstly to see if there are places on that course and secondly whether they are prepared to accept you. This done, you will need to complete a Change of Degree Programme Form which is available from your Academic School administration office, the Student Records Office, 1st Floor, Main Arts Building, College Road, Bangor or is available to download from the University website at:

www.bangor.ac.uk/ar/main/publications/forms.php.en

This form must to be countersigned by both the releasing and admitting Academic Schools and returned to the Students Records office.

Changing course is not normally permitted once four weeks of semester one have elapsed.

IS IT TOO LATE TO TRANSFER TO A DIFFERENT UNIVERSITY?

If you have come to the conclusion that you are on the wrong course at the wrong University and wish to transfer immediately it is possible (albeit rather stressful) to start at another University at the start of the same academic year. It very much depends on how quickly you make your decision and the availability of places at the University you wish to attend.

You are advised to discuss this type of matter with the Steph Barbaresi in Student Services who can advise and ensure the appropriate procedures are followed.

IS IT TOO LATE FOR ME TO TAKE A 'GAP YEAR'?

It is not unusual for students who have come straight from School or College to feel pressured to go straight on to University and to end up at University without necessarily having given their choice of course or University much consideration. Students have reported that they feel they are on a 'treadmill of education' and that they themselves have had little input on their fate. If this is the case you may wish to take a year out from education, to establish what it is you really want to do.

You are advised to discuss such matters with your Personal Tutor and then to Steph Barbaresi in the Student Services.

INTERRUPTING/SUSPENDING YOUR STUDIES.

It is possible if you are having problems relating to health, family or finance to suspend your studies temporarily. Whilst not an automatic right, the University gives sympathetic consideration to any request from students to suspend their studies and will endeavor to provide appropriate advice and support.

The University' procedure on approving interruptions to studies can be found on the Academic Registry website:

www.bangor.ac.uk/ar/main/regulations/BUProc07-v201101.pdf

It should be noted that suspensions of study are not a way of catching up on a back log of work, or as a means to improve marks.

Temporary suspensions of study are also subject to University regulations in respect of time limits:

Students on a three year degree course must complete within five years.

Students on a four year course must complete within six years.

Your time limit will not automatically be extended simply because you have decided to suspend your studies.

HOW DO I SUSPEND MY STUDIES?

You are strongly encouraged to discuss the matter with either your Personal Tutor or appropriate member of the School or School administrative staff. They can advise you about any implication to your academic course.

All requests from a student to suspend their studies must be supported by their Academic School.

You must also make an appointment with Steph Barbaresi in Student Services to formally suspend your studies. Steph will check that your suspension is in line with university policy and explain how suspending your studies will affect your course, finances, accommodation etc.

Students, who temporary suspended their studies for health reasons, must provide a medical certificate.

Student must inform their student funding organisation that they have temporary suspended their studies to avoid overpayment of student finance.

Normally students who suspend their studies return to re commence the semester they left. However if you have completed a semester it is possible to you rejoin your course at the start of the next semester in the following academic year.

For example: you successful complete semester one, you would return to your studies in semester two in the following academic year. However if you are re-commencing from semester 1, then any previous marks/work will be forfeited and you will start with a 'clean slate'.

During periods of suspension students will not be entitled to access University Library or IT facilities.

During periods of suspension you may well find you are liable for Council Tax payments (no longer exempt form Council Tax).

Students choosing to temporarily suspend their studies will have their student finance suspended. Any maintenance grant/Parent Learning Allowance/Childcare Grant/Adult Dependent Grant that may have been overpaid may have to be repaid to the Student Loan Company.

Students can in certain situation continue to receive their student finance whilst away from the University, if they can demonstrate to the funding organisation that non-payment will cause financial hardship to the student. For more information please ask Steph or Wendy Williams in the Student Support Team.

PERMANENT WITHDRAWAL FROM THE UNIVERSITY.

If you are considering withdrawing from your studies we would firstly recommend that you speak to your Personal Tutor or appropriate member of the School about your concerns.

Alternatively, you could contact Wendy Williams in the Student Support Team to discuss your options/concerns. Wendy will endeavor to provide you with all the information and advice you'll need to help you make an informed decision. More importantly Wendy will discuss the implications of withdrawing from your studies and how this decision will affect your student finance entitlement, accommodation fees and future studies.

Students choosing to permanently withdraw from their studies will no longer be entitled to:

Student Finance: Any maintenance loan or grant, Parent Learning Allowance, Childcare Grant, Adult Dependent Grant that you may have been overpaid will have to be repaid to the Student Loan Company
Stay in University accommodation

Students must inform Wendy as soon as a final decision is made in order to reduce any student finance overpayment.

A Permanent Withdrawal from Studies form, which is available from Wendy Williams in Student Services MUST be completed. This form will provide the University with your last date of attendance so that we can calculate the correct tuition fees due and all the information needed to inform relevant members of staff and Services within the University and your student funding organisation that you have permanently withdrawn from your studies.

Student must also inform their Student Funding organisation that they have permanently withdrawn from their studies to avoid any overpayment of student funding.

Failure to complete and formalise your permanent withdrawal from the University will result in a full years' fees being charged.

REPEAT YEARS OF STUDY

Students who have failed to progress from one level of study to another (e.g. Year 1 to Year 2) may be required to repeat failed modules or indeed the entire level or year of study. You will receive information about this with your end of year results letter.

We would recommend that you contact the Student Support Team for information about how repeating an academic year will affect your student finance entitlement as soon as you are notified by the University.

IMPLICATIONS FOR YOUR STUDENT FUNDING ARRANGEMENTS

As a general rule undergraduate students are allocated student funding for the duration of their course (usually 3 or 4 years) plus one additional year. Students would be expected to self-fund any additional years and would only be eligible for a maintenance loan for this period.

It is important that you are fully aware of the financial implications of suspending/withdrawing or repeating your course, as these can be complex.

You are advised to seek advice from Steph Barbaresi or Wendy Williams in Student Services as soon as you can and preferably before you make any firm decision. They can help you calculate your student finance entitlement, taking into account previous study and any individual circumstances that your Student Funding organisation should take into account.

SOURCES OF HELP AND ADVICE

❖ Suspension of Study and Transfer

Stephanie Barbaresi

Head of Student Support
Student Services
1st Floor, Neuadd Rathbone,
College Road, Bangor

Tel: 01248 382023
studentsupport@bangor.ac.uk

❖ Leaving the University

Wendy Williams

Student Adviser
Student Services
1st Floor, Neuadd Rathbone,
College Road, Bangor

Tel: 01248 383637
studentsupport@bangor.ac.uk

The Student Support Team operate a walk-in facility, but you can also make an appointment to see either Steph or Wendy by contacting Gwenda Blackmore: 01248 383566

OTHER SOURCES OF HELP AND ADVICE

❖ **Disability Service**

Student Services
1st Floor, Neuadd Rathbone,
College Road, Bangor LL57 2DF

Tel: 01248 382032
Email: disabilityservices@bangor.ac.uk

❖ **Careers and Employability Service**

2nd Floor, Neuadd Rathbone,
College Road, Bangor LL57 2DF

Tel: 01248 382071
Email: careers@bangor.ac.uk

❖ **Student Counselling Service**

2nd Floor, Neuadd Rathbone,
College Road, Bangor LL57 2DF

Tel: 01248 388520
Email: counselling@bangor.ac.uk

❖ **Student Records Office**

1st Floor, Main Arts,
College Road, Bangor LL57 2DG

Tel: 01248 388484
Web Enquiry Form:
<http://www.bangor.ac.uk/ar/enquiries/newindex.php.en>