

## Change of Study Intensity Policy

### 1. Scope

- 1.1 This policy applies to students following a higher education programme.
- 1.2 It does not apply to learners following an apprenticeship programme as they do not have the option to change their study intensity.
- 1.3 This policy is not applicable to you if you are sponsored by Walbrook under the Student visa route. You must complete your studies at full-time intensity to meet the requirements of your visa.

### 2. What is a change of study intensity?

- 2.1 You may request to transfer between full-time and part-time modes of study, subject to approval and in line with programme requirements.
  - i If you are on a programme taught on the carousel model you can request to change mode of study at any point in the programme.
  - ii If you are on a programme taught on an academic or calendar year model you can normally only change mode of study prior to the start of the academic or calendar year.

### 3. Requesting a change of study intensity

- 3.1 You are strongly advised to seek guidance from the Student Support team before requesting a change of study intensity, to ensure you understand the academic and practical implications. There may be a better way of achieving your desired outcome, such as support through extenuating circumstances for short term difficulties.
- 3.2 Where you decide to make a request, we will always aim to support this course of action. However, it is important to understand that you do not have an automatic right to change study intensity, and our decision is dependent on several factors set out below.
- 3.3 You must complete a [Change of study intensity form](#) to request a change. Your request will be considered by the leader of the programme to which you wish to transfer.
- 3.4 All requests are subject to approval. The relevant approver will consider:
  - i the academic structure and availability of the programme in the requested mode;
  - ii your progress to date;

iii any professional, statutory or regulatory body (PSRB) requirements where applicable; and

iv the potential implications for tuition fees, funding or visa status.

3.5 Where a change of study intensity is approved, your expected completion date will be amended accordingly, and you will be issued with an updated study and payment plan.

## 4. Any Questions?

4.1 If you have any further questions, please speak to your Student Support team.

Document Control	
Version:	1.1
Approved by:	Academic Board
Originator/Author:	Head of Academic Quality
Policy Owner:	Registrar
Date approved:	
Effective from:	1 July 2025 for programmes starting from 1 July 2025
Review date:	Summer 2026 Then a biennial review
Updates:	