

Restart on a different programme of study application process.

The item shows a flow chart outlining the process for restarting on a different programme of study. Please continue reading for further details on what information the flowchart contains

The flow chart starts with the question are you making an application to restart on a different programme of study before the restart deadline (for your cohort)?

1. If the answer is yes to the question are you making an application to restart on a different programme of study before the restart deadline (for your cohort)? then you will need to complete the following steps for an application: **Step 1.** Discuss your restart request with the Programme Leader for the new programme and obtain their signature(s). If you are a Student Route/Tier 4 student you must also obtain advice and a signature from [International Student Support Services \(ISSS\)](#). **Step 2.** [Contact the University's Financial Guidance Team](#) to clarify the financial implications and to understand what action to take with Student Finance England, Wales or EU. **Step 3.** [Read Section 3.8 in the University's Regulations](#) (for the year that you started your programme) to ensure you understand the regulations on restarting. **Step 4.** Complete all sections of the form, attach evidence and obtain all signatures. Send the completed form to academicadvisers@northampton.ac.uk for an Academic Adviser's approval. They may be in contact to discuss this application and your options. Forms without signatures cannot be processed. End of flowchart.
2. If the answer is no to the question are you making an application to restart on a different programme of study before the restart deadline (for your cohort)? then the next question is have you faced mitigating circumstances (that you can provide evidence of) that impacted on your attendance, assessments or wellbeing for the entire academic year to date?
 - i. If the answer is no to have you faced mitigating circumstances (that you can provide evidence of) that impacted on your attendance, assessments or wellbeing for the entire academic year to date? You will need to complete the rest of this academic year successfully (avoiding termination due to failure), on your current programme and then apply to restart your programme after your results are released for the year. Contact academicadvisers@northampton.ac.uk to discuss your options. End of flowchart.
 - ii. If the answer is yes to have you faced mitigating circumstances (that you can provide evidence of) that impacted on your attendance, assessments or wellbeing for the entire academic year to date? then restarts on a different programme after the deadline are only considered in exceptional circumstances where you have evidence of mitigating circumstances, that impacted on your attendance, assessments or wellbeing for the entire academic year. Contact academicadvisers@northampton.ac.uk to discuss your options. End of flowchart.