

**THE WHITE BOOK
REGULATIONS (PROCEDURES)**

REGULATION P1

Change of Tripos

1. Further to Ordinance C,XII,4-6, an undergraduate student may, with the consent of the Education Committee or such other committee as the Council appoints for the purpose, be admitted into a course of study other than that for which he or she was admitted to the College.
2. Where a student has previously fulfilled his or her study obligations under Ordinance C,XII,1-3 and Regulation G1, the Committee shall normally consent to a change of course that will enable a student to obtain Honours in Tripos in a combination of subject areas that cannot be achieved without such a change; provided always that the Committee is satisfied that a change of course in accordance with the provisions of this Ordinance is appropriate.
3. The Committee shall not normally consent to a change of Tripos where a student has not fulfilled their study obligations under Ordinance C,XII,1-3 and Regulation G1 in the course for which they were admitted. In particular, the Committee shall not normally consent to a transfer that, under University Regulations, will put a student in standing for an Ordinary and not an Honours degree.

Applications

4. Applications to the Education Committee shall be submitted to the Senior Tutor and shall include:
 - (a) a statement from the student indicating the reasons for the proposed change;
 - (b) a statement from the Director of Studies in the subject *from which* the student wishes to transfer, indicating:
 - (i) whether they support the application to transfer, with reasons;
 - (ii) in particular, whether the student has applied himself or herself diligently to the course of study for which they were admitted;
 - (c) a statement from the Director of Studies in the subject *into which* the student wishes to transfer, indicating:
 - (i) whether they support the application to transfer, with reasons;
 - (ii) any academic conditions that he or she recommends the Education Committee should place upon any consent;
 - (d) a statement from the student's Tutor, indicating whether he or she supports the application to transfer, with reasons;
 - (e) evidence that the student has the consent of any agency funding the course of study for which the student was admitted to the College or that alternative funding has been found to support the proposed new course of study, in particular where the proposed transfer would extend the number of years funding required.

5. Prior to writing the statement required under paragraph 4(c), a Director of Studies may require the student to undertake an aptitude or other similar test.

Decisions

6. The Committee shall normally act by delegated authority to one or more members of the Committee, which shall include the Senior Tutor; provided that the full Committee shall decide any case falling under paragraph [3]. Any decision made under delegated authority shall be reported to the Committee and minuted at its next meeting. The Committee may where appropriate make decisions by circulation.
7. The Committee may take into consideration any factor which it considers relevant, and shall in particular consider:
 - (a) the examination record and other evidence of academic diligence and progress of the student;
 - (b) the intellectual suitability of the student to study the course proposed, as compared with the normal expectation for the admission of new undergraduates in that subject;
 - (c) the relative strength of an application compared with other applications being considered at the same time;
 - (d) the capacity of the College to provide Direction of Studies and supervisions in any Tripos into which or from which an application for transfer has been made by any student.
8. The Committee may impose such conditions upon its consent as it thinks fit; in particular, it may set a minimum level of performance in any forthcoming University examinations, or require a student to undertake a preparatory course of study, or to pass a test or tests, set by the relevant Director of Studies, or any other similar condition.
9. The Senior Tutor shall communicate the decision of the Committee as soon as practicable to each student who has applied, and to the relevant Directors of Studies and Tutors.

Appeal

10. A student who is not given consent to change Tripos may appeal to an Academic Review Committee under Ordinance C,XII,6(c) and Regulation P4,21(a), by giving notice in writing to the Senior Tutor within five calendar days of receiving the decision of the Committee.