

Date: 26th December 2024

To All Learning Centres

Change in Specialisation

We refer to our earlier Circular issued on 6th June 2023 (attached) and would like to remind all Centres to clearly notify their students accordingly on any change in specialisation.

Please note that all specialisations which students wish to undertake MUST BE notified at the time of application.

Any change in specialisation fourteen (14) days after commencement of the programme will not be allowed, the reason being that we are required to notify our partner universities.

Please bear in mind that Supervisors are assigned based on the student's topic for the Work Based Project based on their specialisation, therefore, if students intend to change their specialisation after 14 days into the programme, this will require re-assessment of their application for approval from the Academic Team (*which is only allowed under special circumstances and subject to the Academic Team's approval which shall be considered as final*) .

This would incur additional charges in the event that a different Supervisor is required, specialised in the relevant field.

Please note that the change in specialisation will have charges amounting to €30.00. This is on condition that the current Supervisor is able to monitor the student. If the Supervisor is required to be changed, based on the student's change in specialisation, this will incur additional costs being imposed on a case-to- case basis.

Please take note accordingly.

Thank you.

The Academic & Operations Team

