



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

CAMPUS & PROGRAMME CHANGE GUIDE



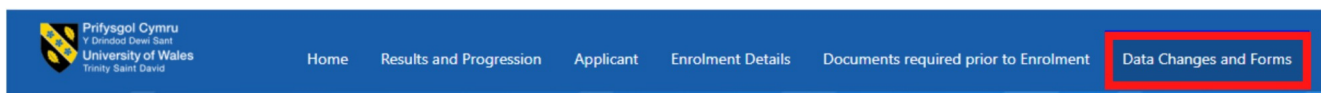
This guide supports students in changing their programme or campus. Please be aware that changing your programme or campus might impact your Student Finance. **Before initiating this process, it's essential to discuss the financial implications with the finance department at your institution.**

Step 1: Logging in to MyTSD

Log in to [MyTSD](https://mytsd.uwtsd.ac.uk) using your university credentials: <https://mytsd.uwtsd.ac.uk>

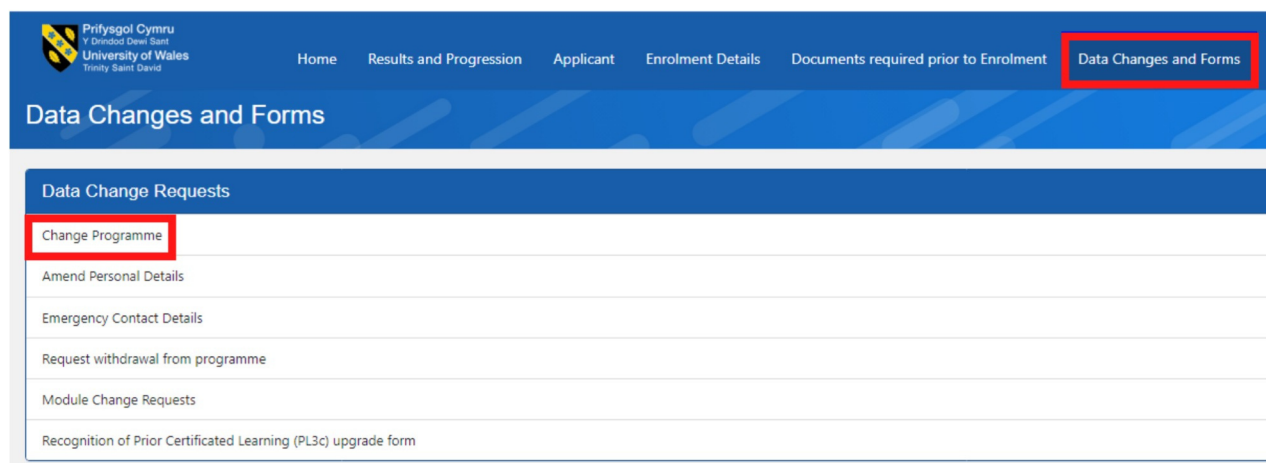
Step 2: Access Data Changes and Forms

Click on 'Data Changes and Forms' as shown below.



Step 3: Begin the Change Request

Click on the 'Change programme' link within the 'Data Change Requests' container.



Step 4: Review Onscreen Instructions

Please follow the onscreen instructions shown on the screen and check the provided details before clicking 'Agree and Continue'.

To return to the main menu, click 'Exit'.

**If your details are not correct, please contact Student Engagement.*

The screenshot shows the 'Change programme' interface. At the top, a blue header bar contains the text 'Change programme'. Below this, the title 'Change programme' is centered. A note states: 'Please check your current details below and proceed onto Section B by clicking 'Agree and Continue'. Changing Programme of Study is not normally permitted after the fourth week of a semester.'

Section A - current programme details

This page outlines the details of the programme of study you are currently enrolled on.

Programme of study you will be withdrawn from

Course Code	PGCERT12-PT
Programme Code	L-POCT-THE
Course Name	Postgraduate Certificate (24months - Part Time)
Programme Title	Teaching in Higher Education
Location	SA1 Campus

At the bottom, there are two buttons: 'Exit' and 'Agree and Continue'.

Step 5: Complete the Application Form

Provide the information requested for the new programme.

If you have any uncertainties regarding the requested information, [refer to the table at the end of this document](#) for programme details, or contact the Student Engagement team for assistance.

The screenshot shows the 'Change programme' interface for Section B(a). At the top, a blue header bar contains the text 'Change programme'. Below this, the title 'Section B(a) - Select a new programme of study' is displayed. A note states: 'Please enter the details of the new programme of study below.'

Programme Code/Title: Leadership and Management Skills for the Workplace (MLSKSH-L3)
Please type the name of your programme - e.g. Art History then select from the list shown.

Year of Study: 2
Please choose the year of study you will be moving to.

Location: London Campus
Please select the campus you would like to be based at from the dropdown list.

Course: Choose an option
Please select your course from the list shown. Please note that part time courses will have '-PT' at the end of the course code.

From which date would you wish the change to become effective?
Please select the date using the calendar icon.

At the bottom, there are three buttons: 'Exit', 'Back', and 'Agree and Continue'.

Step 7: Confirming Details

If satisfied with the provided details, click 'Agree and Continue'.

On the following page, check the modules for the new programme.

Change programme

Section B(b) - Review modules for the new programme of study

Use this page to review the modules for the new programme of study.

Compulsory Modules

All the modules on the proposed course are compulsory. They are outlined below.

Semester	Module Code	Module Name	Level	Credits
SEM2	ACCA4022	Computer Architecture and Operating Systems	4	20
SEM2	ACCA4025	Learning in the Digital Era	4	20
SEM3	ACCA4023	Introduction to Web and Database Concepts	4	20
SEM3	ACCA4024	Network and Cybersecurity Essentials	4	20
SEM1	ACCB4019	Analysing and Solving Problems	4	20
SEM1	ACCB4026	Software Solutions for Business	4	20

Exit Back Continue

**If you see the message below, simply tap on 'Continue'.*

Change programme

We are unable to find module information for the new programme of study at this point in time. You will need to get in contact with the administrative team for the new programme's institute and confirm which modules you would like to choose. Click Continue to move on to the next section.

Back Exit Continue

Step 8: Final Confirmation

On the following page, you can confirm your programme or campus change request.

Prior to submitting your request, you have the option to review all details by using the 'Back' button. Once everything is accurate, proceed to sign and provide the reason for your change.

Change programme

Section C - Final confirmation of programme change

This page is for final confirmation of the programme change.

By typing your name in the box below you are signing this form electronically.

Signature

Date of signature

Please state your reason for change

Exit Back Complete and Send

Once you submit your request, the programme manager will review it, and the Institute Admin will notify you of the outcome within 7 working days via your student email.

Birmingham Campus		
Course Name	Route Code	Route Name
Bachelor of Arts (36 months)	BMGSH-BM	Business Management
Certificate in Higher Education	BSWPCH-BM	Business Skills for the Workplace
Bachelor of Arts	LMSWSH-BM	Leadership and Management Skills for the Workplace
London Campus		
Course Name	Route Code	Route Name
Bachelor of Arts (36 months)	BMGSH-LI	Business Management
Certificate in Higher Education	BSWPCH-LI	Business Skills for the Workplace
Bachelor of Arts	LMSWSH-LI	Leadership and Management Skills for the Workplace

NEED HELP?

Contact the Student Engagement Team

For Birmingham campus based students

Email: BirminghamStudentEngagement@uwtsd.ac.uk

Tel: 0121 229 3000

For London campus based students

Email: LondonStudentEngagement@uwtsd.ac.uk

Tel: 0207 127 7470

If you are having any problems using MyTSD please ring or email the following:-

Telephone: 01267 676716 or 01792 481097

Email: registry@uwtsd.ac.uk