

IMPERIAL

Principles for Considering I-Explore Module Switch Requests

In general, module switching is not permitted within the I-Explore programme once the classes have started.

However, the CLCC/I-Explore Steering Group (CISG), or a delegate thereof, may consider a module switching request if the rationale given relates to the following:

- **The university's duty of care**
Example: Module switches will be considered to protect the health, safety, and welfare of the students. The I-Explore team will discuss any module switches requested in this category with the student's home department's Senior Tutor and only approve switches that are related to circumstances unique to the student requesting the switch.
- **Minimum Competency Standards**
Example: A student lacks the same level of previous knowledge compared to the other students on the module. (This usually applies to language modules as the other Horizons, STEM and BPES modules are designed to accommodate students from all backgrounds.) *
- **The allocated I-Explore module restricts a student's choice later in their programme.**
Example: Where a student on a 'With Management' degree or intending to switch to one has mistakenly enrolled for a BPES module which will prevent them from being eligible for that degree path.
Example: Where a student needs to take a specific language module to prepare for a Year Abroad.
- **Where a clash occurs with a core or elective module that was unknown before enrolment.**
Example: Where a student is taking a core BPES module and there is an overlap in content with their I-Explore module.

Additional notes:

- *Established CLCC policies and procedures will be followed in the first instance; this may include a meeting with the module leader or relevant language coordinator. A module switch will only be considered if it is not possible to put in place a reasonable adjustment within the allocated module to allow the student to fully participate.
- Students' home departments are not able to approve or action any I-Explore module switches. The final decision on whether to allow or not allow a switch of I-Explore module rests with CISG (or its delegate).
- I-Explore Module switching is subject to availability of other modules, and the feasibility of joining another module after it has started. Students may find that they are restricted in their choice of what module they are able to switch onto.

Circumstances in which a module switch will not be considered:

- Heavy workload from the student's home degree, where this is true for all students on the same programme.
- Heavy workload from the chosen I-Explore module.
- Where a student changes their mind or doesn't enjoy the module they have signed up for.