



**London
South Bank
University**

EST 1892

Changing Courses Procedure

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1. Purpose

- 1.1. This document sets out the procedure for undergraduate and postgraduate students who wish to transfer from their current course onto a different programme of study here at London South Bank University (LSBU). Changing course should only be considered when you've received appropriate advice and can have guidance implications, for your funding, professional accreditation and where applicable visa.
- 1.2. Students studying away from the university with a partner college should contact their home institution or email collaboration@lsbu.ac.uk for advice and guidance.
- 1.3. Students on an apprenticeship programme who would like to change course must also consult their employer and the university first. This also applies to students on a non-apprenticeship course who would like to be transferred onto an apprenticeship. Further information can be found on the [LSBU website](#).

2. Request to change course

- 2.1. If you are registered on a full-time course at LSBU and you wish to transfer to a course **similar** to the degree programme that you are currently studying, you can submit a request by emailing coursechanges@lsbu.ac.uk with the relevant information as requested in **Appendix 1**. This includes when you wish to move mode of study from full to part-time or vice versa.
- 2.2. Requests to change your course must be submitted within the **first four weeks** of the start of your course. In exceptional circumstances, and if it is considered not to be detrimental to your studies, it may be possible to change courses after these four weeks but only if you have not missed any of the necessary assessments. This will be reviewed on a case-by-case basis and will be at the discretion of the Academic Registrar or nominee.

3. University applied change of course

- 3.1. In some circumstances students will need to be moved from their current course onto another variant as they have not met the terms and conditions of their existing course. Examples of this could include:
 - 3.1.1 Not securing a placement by the deadline date and needing to be moved onto a non-placement variant of the course.
 - 3.1.2 A course suspension or course closure means that students need to be moved onto other courses. (after consultation)
- 3.2. Students will be contacted to advise them of the need to change their course and what the proposed new course will be. Students will have a period of time within which to raise any concerns, questions and/or objections, after which they would

be moved onto the new course. A record of this would be made on the student record system.

4. Change of Mode of Attendance

- 4.1 We understand that your circumstances may change, and you may need to move from studying full-time to part-time (or vice versa). Changing mode of study would need to be considered and approved by the University.
- 4.2 It is important to note that changing mode of study may not always be possible and/or be permitted due to various factors, for example:
 - 4.2.1 There is not a part time variant of your course
 - 4.2.2 Level of attendance and engagement including submission of work on your current course.
 - 4.2.3 You have missed teaching and/or assessments for compulsory modules and it would not be possible for you to catch up.
 - 4.2.4 There might be funding implications for you to change your mode of attendance and you might wish to seek additional advice.
 - 4.2.5 Your request has come too late in the academic year.

5. Eligibility/Requirements

When we have received your request to change course, we will check the following requirements:

- 5.1. That you meet any necessary entry requirements stipulated by the course you are applying to join, for example, UCAS tariff points, past and current academic performance.
- 5.2. That you meet any specific arrangements the new course requires, for example, if you need to be working in a certain field to undertake a particular part-time course.
- 5.3. That there is no impact on your funding/fees arrangements (e.g. a Postgraduate Loan from Student Finance England) which may be explicit about the course you are studying on. Further advice is available from the [Student Life Centre](#).
- 5.4. That you are not an international student (including student visa holders) as you will have specific visa requirements that may mean you cannot change course except in certain circumstances. Please see appendix 2 below.
- 5.5. That your request can be accommodated within the course structure. Changes are only permitted if it is **within the same school** and on the **same level** as the course

you are currently studying. For example:

Same level change:

“You are currently studying LLB (Hons) Law with Criminology and wish to be transferred to the standard LLB (Hons) Law course – your request to change may be approved.

However, if you would like to change from LLB (Hons) Law with Criminology to BA (Hons) Economics, your request to change may be refused as changes across different schools are not permitted. You will need to submit a new application for the next available intake via Admissions.”

Worked example:

“You are currently studying a part-time undergraduate course, and it is funded by Student Finance England. As you are on a part-time course, this means that you are studying fewer modules per year compared to the full-time version of your course and so your fee for the year will be less than £9,250. You later decide that you would like to change course, but you have already been attending the course you are currently enrolled on. Due to how your tuition fees are calculated, the 'change of course' may affect your funding as SFE may not pay your full year's fee to change to full-time.”

6. What happens next?

- 6.1. Once you have emailed coursechanges@lsbu.ac.uk with details of the change you would like to be considered for, your request will be reviewed by Academic Services.
- 6.2. When your initial request has been considered, you will be contacted via your LSBU email informing you of the outcome.
- 6.3. While your request is being considered, you **must** continue to attend all classes, submit coursework, and attend exams for your original course until notified by Academic Services of the outcome of your request. Failure to do so may result in your change of course not being accepted.
- 6.4. If your request is approved, but you have not yet received confirmation that your 'Change of Course' has been processed by the Fees & Bursaries team, then you are still enrolled on your original course.

Appendix 1

Student Name:		
Student ID Number:		
Current course (include full course title):	Code:	
	Title:	
New course (include full course title):	Code:	
	Title:	
New year of study:		
Mode of study:	<i>Part-time or Full-time</i>	
Academic Year:	E.g. 2022/23	
Reason for change:	a) Pathway change b) Funding c) Writing up stage d) Other (please explain)	
How are you being funded?	a) Undergraduate loan (Student Finance) b) Postgraduate loan (Student Finance) c) Sponsor d) Self-funding e) Other (please specify)	
Are you on a student visa?	Yes/No	

NB: Please ensure you answer all questions in full and, where applicable, select the relevant option(s).

Once completed, please email your course change request with the details above to:
coursechanges@lsbu.ac.uk.

Appendix 2

Visa Sponsored Students Guide on requesting Course Changes

The Tier 4 route has been replaced with the Student route as of 9am on 5 October 2020. All references to Visa Sponsored Students in this document are to be read as including students with leave under Tier 4 (General).

1. Introduction

- 1.1. Your Student visa is issued to study a particular course within a specific timeframe. The Home Office has regulations which describe if you are permitted to change courses, taking into account whether you are academically suitable for the course and whether your Student visa will allow it.
- 1.2. From a Visa Sponsored Student perspective, a 'course change' is when you are currently studying a course which you have not completed yet and you decide that you want to transfer to another course. If you have completed a course and wish to start a new course, this is not considered to be a course change.
- 1.3. This Guide has been developed in line with the latest Home Office government Student Policy Guidance:
<https://www.gov.uk/government/publications/points-based-system-student-route>
- 1.4. This Guide will be reviewed from time to time (at least every two years) to ensure it remains compliant with the Student Sponsor Guidance and Immigration Rules which are subject to change by the Home Office. The current version of this document supersedes any previous versions.
- 1.5. Please note that LSBU's Changing Courses Procedure above only sets out the procedure for how to make an application to change course. You must not start attending classes on the new course until the change has been authorised by the Immigration Compliance Team and the Course Change Team (coursechanges@lsbu.ac.uk). You will be informed if your application to change course is successful.

2. Scope – who is covered by this procedure?

- 2.1. Students who have been assigned a CAS and who wish to change courses prior to enrolment.
- 2.2. Currently enrolled Visa Sponsored Students who wish to change courses post enrolment.

- 2.3. Currently enrolled Visa Sponsored Students who wish to add a work placement, sandwich year or study abroad programme to their current course.

3. Who is responsible for this procedure?

- 3.1. The Authorising Officer of the LSBU Sponsor Licence has the overall responsibility for this Guide but has delegated day-to-day responsibility to the Academic Registrar for overseeing its implementation. All relevant members of staff have been made aware of the procedure and have received appropriate training.
- 3.2. If you have any questions in relation to this Guide and you are an applicant who has not completed enrolment, please contact the CAS team on cas@lsbu.ac.uk. If you are a currently enrolled student, please contact the Course Change team via [MyAccount](#).
- 3.3. For any visa implications, you should contact the Immigration Compliance Team and if you require advice about changing course you can raise an enquiry via My Account. For academic guidance, you should contact your School or Personal Tutor.

4. Changing courses prior to enrolment

- 4.1. If you have been assigned a CAS but now wish to change courses prior to completing enrolment:
 - 4.1.1. You must contact the International Admissions Team to see if you meet the academic entry requirements of the new course: international.admissions@lsbu.ac.uk
 - 4.1.2. If your CAS has been issued but you have not yet submitted a visa application, you may be required to repeat elements of the Pre- CAS Process, e.g. submit a new personal statement or undertake another interview, before a new CAS can be assigned. A new CAS will be conditional on the requirements of the **Student Sponsorship and the issuing of Confirmation of Acceptance of Studies (CAS) Policy** being met.
 - 4.1.3. If you have already submitted your visa application and your visa has been granted, your request will be considered in line with paragraph 5 *Rules for students who applied for their current Student permission* below.
 - 4.1.4. If you have submitted your application and subsequently withdraw the application ahead of a decision being made, we will withdraw the CAS because that visa application will be refused.

5. Changing courses post enrolment: Rules for Visa Sponsored Students:

- 5.1. In all cases:

- 5.1.1. the new course is at degree level or above;
 - 5.1.2. the course change must have academic and immigration approval in accordance with LSBU's course change procedure; and
 - 5.1.3. the new course must be related to the previous course for which you were granted permission as a Student (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation); or
 - 5.1.4. the previous course and the new course in combination support your genuine career aspirations.
- 5.2. The new course is at the same degree level (e.g. RQF Level 6 to RQF Level 6):
- 5.2.1. **If the new course is shorter** (and so can be completed before your current Student visa expires), you are permitted to change to the new course without obtaining a new Student visa. LSBU will report your course change to the Home Office as a change in circumstances. You will be notified by the Immigration Compliance Team when this report has been made. When you have completed your course, LSBU will report to the Home Office that you completed earlier than expected and sponsorship of your Student visa will be withdrawn. Your visa will be subject to curtailment so that the expiry date is in line with your amended course end date and relevant wrap-up period. The Home Office will contact you directly to notify you of your amended visa end date.
 - 5.2.2. **If the new course is the same length** (and so can be completed before your current Student visa expires), for example, RQF Level 7 MSc Applied Accounting to RQF Level 7 MSc Accounting and Finance, you are permitted to change to the new course without obtaining a new Student visa. LSBU will report your course change to the Home Office as a change in circumstances. You will be notified by the Immigration Compliance Team when this report has been made.
 - 5.2.3. **If the new course is longer** (and so cannot be completed before your current Student visa expires), for example, RQF Level 7 MSc Business Management to RQF Level 7 MSc International Marketing (with placement), you are not permitted to change to the new course without obtaining a new Student visa. The new Student application must be made from overseas, as you will not meet the academic progression rules for applying from within the UK; (applicants must have successfully completed their previous course to meet the academic progression rules). You should not return home during a period of study or assessment as this will affect your studies
- 5.3. The new course is at a higher degree level (e.g. RQF Level 6 to RQF Level 7):

- 5.3.1. **If the new course is shorter**, (and so can be completed before your current Student visa expires), you are permitted to change to the new course without obtaining a new Student visa. LSBU will report your course change to the Home Office as a change in circumstances. You will be notified by the Immigration Compliance Team when this report has been made. When you have completed your course, LSBU will report to the Home Office that you completed earlier than expected and sponsorship of your Student visa will be withdrawn. Your visa will be subject to curtailment so that the expiry date is in line with your amended course end date and relevant wrap-up period. The Home Office will contact you directly to notify you of your amended visa end date.
- 5.3.2. **If the new course is the same length** (and so can be completed before your current Student visa expires), you are permitted to change to the new course without obtaining a new Student visa. LSBU will report your course change to the Home Office as a change in circumstances. You will be notified by the Immigration Compliance Team when this report has been made.
- 5.3.3. **If the new course is longer** (and so cannot be completed before your current Student visa expires), you are not permitted to change to the new course without obtaining a new Student visa. The new Student application must be made from overseas, as you will not meet the academic progression rules for applying from within the UK; (applicants must have successfully completed their previous course to meet the academic progression rules). You should not return home during a period of study or assessment as this will affect your studies.
- 5.4. The new course is at a lower level (e.g. RQF Level 7 to RQF Level 6):
- 5.4.1. You are not permitted to change to the new course without obtaining a new Student visa. The new Student application must be made from overseas, as you will not meet the academic progression rules for applying from within the UK; (applicants must have successfully completed their previous course and the new course must not be at a lower level than the previous course to meet the academic progression rules).

6. Academic Technology Approval Scheme (ATAS)

- 6.1. An ATAS Clearance Certificate is issued for a specific course and covers the length of that course from the course start date to the course end date given on the CAS, plus up to an additional three calendar months of study. The certificate remains valid as long as the course details do not change.
- 6.2. If your new course requires an ATAS clearance certificate and you are not exempt, you will need to apply and be granted ATAS clearance before you will be permitted to switch course. This applies even if you already have ATAS clearance for your previous course.

- 6.3. If you need to extend your permission of stay in order to complete your existing course, you may need to apply for ATAS clearance again.
- 6.4. Please send us a copy of your new ATAS certificate as soon as you receive it.

7. Adding a work placement, sandwich year or study abroad programme

- 7.1. If you wish to add a work placement or study abroad programme to your current course (for which you were granted your current Student permission), you will need to follow the Changing Courses Procedure set out above.
- 7.2. As part of the procedure, your School will ensure that your course has a work placement component that is eligible for Student visa holders and that you meet the academic requirements, and the Immigration Compliance Team will then check that you meet the requirements for extending your Student permission of stay. Please note, you cannot begin your work placement until it has been authorised by the Immigration Compliance team. You will be informed if your application is successful.
- 7.3. Subject to academic and immigration approval in accordance with LSBU's Changing Courses Procedure, you will be exempt from demonstrating academic progression. You are able to make a further permission of stay application, so that you can extend your Student permission from within the UK. However, this additional period of study must be connected to your current course and not part of a new course.
- 7.4. You will be able to apply for your additional permission of stay either before the work placement or study abroad programme starts, or after you have completed it. Depending on your circumstances, the Immigration Compliance Team or International Student Advisor will advise you on the best time to apply.
- 7.5. If you wish to apply for your additional permission of stay before your work placement or study abroad programme starts, you must ensure you have sufficient time to do so. If you are travelling abroad, you must receive a decision on your Student permission of stay application before your intended date of travel as you will not be able to travel if your application is still pending. Leaving the UK will result in the application being treated as withdrawn by the Home Office.
- 7.6. If you are not leaving the UK to undertake a work placement, you should still refrain from applying for additional permission of stay once your placement has started. If you do not have time to apply before your work placement starts, you can apply when it has finished and you have returned to your studies.