

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 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, 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. Student Operations will consult other parties as detailed in Section 7.
- 2.2. Requests to change your course must normally be submitted, approved and processed 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. Requests to change after this period will be reviewed on a case-by-case basis and will be at the discretion of the Academic Registrar or nominee.
- 2.3. Please note, due to the admissions and administrative procedures required, you cannot change from a non-apprenticeship course onto an apprenticeship version. You would need to apply for the apprenticeship version and withdraw from the non-apprenticeship course.

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 on a case-by-case basis, dependent on your visa conditions (for Sponsored students refer Appendix 2).
- 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/full 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. Noting that a request to change course between years is subject to academic consultation and could require a period of interruption to be observed.

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 Student Operations in conjunction with academic and professional service staff as appropriate.
- 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 Student Operations of the outcome of your request. Failure to do so may result in your change of course not being accepted.

7. If your request is approved in principle by Student Operations, they will consult:

- Your current Course Leader
- The new Course Leader
- The Compliance Team (international students only)
- Fees and Bursaries Team

Until you receive confirmation that your 'Change of Course' has been processed you are still enrolled on your original course.

Any change made to sponsored students must be reported on the SMS and a copy of the reporting added to the student file.

Appendix 1

Student Name:		
Student ID Number:		
Current course (<i>include full course title</i>):	Code:	
	Title:	
College and School		
New course (<i>include full course title</i>):	Code:	
	Title:	
New year of study:		
Mode of study:	<i>Part-time or Full-time</i>	
College and School		
Academic Year:	E.g. 2025/26	
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:

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.
 - 5.1.5. Students must be able to complete the course within the required Student Route time limit.
- 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. Your new end date will be reported on the UKVI SMS and a copy of this reporting added to your file. 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):

Any student wishing to change from a new course to a higher level will not be able to do so on their current visa route. They are required to apply for a new CAS. The student will need to justify as to why they wanted to do a lower course in the first place and would need to be referred back to the Admissions team.

5.4. The new course is at a lower level (e.g. RQF Level 7 to RQF Level 6):

- 5.4.1. If a student has been granted a student visa they will not be able to study at a lower level. Any student wishing to study at a lower level will need to be academically assessed. The assessment should form part of the CAS criteria assessment and the reason for the lower award changed mentioned on the CAS.
- 5.4.2. The student will be required to cancel their current visa. The visa will need to be reported on the UKVI SMS portal and a copy of the reporting added to the student's file. The student should then be advised to return to their home country to make the visa application.
- 5.4.3. This change can and should only happen in certain justified circumstances (where the change is approved by the Academic Registrar and an Academic. The justification must be highlighted on the new CAS.

Failure to do this would result in the student receiving a visa refusal.

6. Changing Mode of Attendance

- 6.1. 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 on a case-by-case basis and dependent on your visa conditions.
- 6.2. A sponsored student who is on a visa issued to them by LSBU should speak to the Compliance team if they wish to change their mode of study from full time to part time. Depending on the course requirements and whether the course can be taught part time, the student wishing to go from full time to part time will need to have their visa reported to the Home Office.

- 6.3. The student will need to return and make a new visa application. The visa application cannot be made from inside the UK and will need to be under the Standard Visitor visa route.
- 6.4. Sponsored students can only study part time on a Level 7 course. Sponsored students are not permitted to study part time at the undergraduate level.
- 6.5. The course change must be made via the Course change procedure and agreed in writing as to whether the change can happen or not.
- 6.6. Any student wishing to change their mode of study from part time to full time will also need to return home to their home country and apply for a student CAS.

7. Academic Technology Approval Scheme (ATAS)

- 7.1. 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.
- 7.2. 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.
- 7.3. The student will not be able to use the same ATAS certificate and therefore will be required to make a new application to ATAS. The ATAS code would be different as the course level has changed.
- 7.4. The student should wait for the new ATAS approval before making the new visa application.
- 7.5. 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.
- 7.6. Please send us a copy of your new ATAS certificate as soon as you receive it.

8. Adding a work placement or sandwich year

- 8.1. If you wish to add a work placement or sandwich year you will need to follow the Changing Courses Procedure set out above.
- 8.2. 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.

- 8.3. Any student that has not been given a placement on their CAS will need to apply for a new CAS in order to have their Placement added to their course. The visa application can be made from inside the UK.
- 8.4. 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.
- 8.5. You should be able to apply for your additional permission of stay before the work placement starts. Depending on your circumstances, the Immigration Compliance Team or International Student Advisor will advise you on the best time to apply.
- 8.6. If you wish to apply for your additional permission of stay before your work placement, 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 and you will be required to get further entry clearance before returning to the UK.