

# Change of Course – Guidance Notes

The administration of changing degree programmes is relatively straightforward. However, you must be sure that the change is in your best academic interests. For this reason, you **MUST** discuss the change with your Academic Adviser. You must also be accepted onto the degree programme you wish to change to, and for this reason the school of the new programme must authorise your transfer. You should also note that changing degree programme, particularly if it involves repeat study, can affect your funding and you should discuss that possibility with the Student Loans Company (if appropriate) or whoever funds you. That way you can be sure you will receive the necessary funding for your new choice of programme.

Academic schools may set and enforce deadlines by which change of course requests must be received. Please contact the academic school you are considering joining for further information.

## **Tier 4 Visa Holders**

Please note that in accordance with the Immigration Rules, course changes are only permitted in exceptional circumstances if you are a Tier 4 visa holder. In order to change courses, your new course and previous course must be related or the two courses combined must support your genuine career aspirations. You must also be able to complete your new course within your current period of leave. In all other cases, you will be required to leave the UK to apply for a new visa overseas in order to change course.

**If you are completing this form as you wish to change your course to undertake a year abroad or a year in industry and you therefore will require an extension to your visa, the Student Immigration Compliance team will be in contact with you to discuss the options regarding the timing of an application for a new CAS.**

You will be subject to UKVI's financial requirements and assessed by the University for a new CAS in accordance with the University's policy for issuing CASs. For immigration advice please contact the Kent Union Advice Centre (Canterbury) or GK Unions Advice Centre (Medway).

## **How do I actually change programme?**

Firstly, speak to your Academic Adviser and obtain their advice. Then speak to the School you wish to change to. If they agree, then you need to complete this form. You will need to complete Sections 1 to 4. For Section 2 you will need to refer to the subject requirements listing module codes for your new programme, subject requirements are sometimes also referred to as handbooks. These should be available on the School website(s). For Section 5, once you have signed the form, take it to Director of Studies for the new course for their signature. (If you are changing to a joint honours programme, e.g. Mathematics and Accounting & Finance, you should speak to the Director of Studies for each 'half' of the programme – so in this case you would contact the Director of Studies of Accounting & Finance in Kent Business School. If they approve the change they should sign and date section 5 also.)

If for any reason you are unable to see your Director of Studies, please email them for an appointment or call in during their office hours.

Once sections 1-5 are complete the Director should follow notes in section 6 to enable the form to be sent to the correct team for approval/processing.