

## Guide to Academic Decisions with visa implications – for Tier 4/ Student visa holders

**If you hold a Tier 4 or Student visa, some academic decisions can have implications for your visa. Please refer to the sections below to find out more about these visa implications.**

### Transfer / Proceed Transfer

This decision means that you are permitted to transfer to a new course of study. Sometimes this decision is made if you have not met the academic requirements to progress on your original course.

If you do not understand this academic decision you should speak to your Programme Leader for further academic guidance.

#### Appealing an academic decision

If you would like to submit an appeal you should take advice from the Students' Union Advice Workers immediately and aim to submit your appeal in good time. To contact the Student's Union Advice Workers, please visit the [Students' Union website](#). For full guidance on appeals, please visit the [UWS website](#).

#### Visa implications

The Home Office require Tier 4/Student visa holders to meet additional requirements in order to change course. If you meet all the requirements below, you will be transferred onto your new course.

In order to transfer, your new course must:

1. Be full-time at degree level or above
2. Be at the same or a higher level compared to your current course (transfer to a lower level course is not permitted).
3. Be considered academic progression (i.e., your new course must be connected to the previous course, part of the same subject group, or involve deeper specialisation)
4. Your visa must be valid long enough to complete the course. If your visa is not long enough your transfer will not be approved.
5. If your new course requires ATAS you will be directed to apply for this and you will need to receive your ATAS certificate before you start your new course.

If your situation does not meet the requirements above and you cannot remain on your original course due to failure to meet academic requirements, your decision will be changed to Fail Withdraw or Withdraw with Award (if you have enough credits to exit with lower level award) and this will be reported to UKVI (further details in the section below).

#### Implications for the Graduate route

Please note that, if you are considering applying for the Graduate route, you must have successfully completed your course and be able to provide a transcript/formal confirmation of award as proof. You must have this proof on or before your current Tier 4/ Student visa expires, as you can only apply for the Graduate route within the UK with a valid Tier 4/Student visa. **If you transfer course and you are given a later end date (that is before your Tier 4/Student visa expires) you may not be eligible for the Graduate route**, if you do not get confirmation of your award before your current visa expires. Please note you cannot apply for a Student visa extension in order to wait for results.

Please visit the [UKCISA website](#) for more information on the Graduate route.

# Fail Withdraw/ Withdraw with Award

This decision means you have been permanently withdrawn from your course of study for academic failure, if you are eligible for and award, your academic decision will be "Withdraw with Award". If you do not understand this academic decision you should speak to your Programme Leader for further academic guidance.

## Appealing an academic decision

If you would like to submit an appeal you should take advice from the Students' Union Advice Workers immediately and aim to submit your appeal in good time. To contact the Student's Union Advice Workers, please visit the [Students' Union website](#). For full guidance on appeals, please visit the [UWS website](#).

## Visa implications

The University is required to notify the Home Office that you have been withdrawn. The Home Office require UWS to report this situation to them promptly and there are no exemptions from this reporting requirement. Please refer to the [UKVI Reporting](#) section below, for more information.

## Implications for the Graduate route

To apply for the Graduate route you must successfully complete the course your CAS was issued for, if you are withdrawn you will not be eligible to apply. Please visit the [UKCISA website](#) for more information on the Graduate route.

# Award Graduate

This decision means you have completed your course of study and you are being issued with an award. If you do not understand this academic decision you should speak to your Programme Leader for further academic guidance.

## Appealing an academic decision

If you would like to submit an appeal you should take advice from the Students' Union Advice Workers immediately and aim to submit your appeal in good time. To contact the Student's Union Advice Workers, please visit the

[Students' Union website](#). For full guidance on appeals, please visit the [UWS website](#).

## Visa implications

If you **complete your course on time** then no report is made and there are no visa implications for you. If you intend to apply for the Graduate route, please note that UWS will automatically inform the Home Office once you have been given formal confirmation of successful completion.

If you **complete your course earlier than expected** (more than 1 month earlier than the end date given on your most recent CAS), the Home Office require UWS to report this academic situation to them. Please refer to the UKVI Reporting section below, for more information.

If you **complete on time with a lower award** than the course your CAS was issued no report is made. If you intend to apply for a new course of study, you will not be eligible to apply for a Student visa from extension within the UK as you have not successfully completed the course your CAS was issued for (you may still apply for a Student visa from your home country).

## Implications for the Graduate route

To apply for the Graduate route you must successfully complete the course your CAS was issued for. If you complete with a lower award you will not be eligible for the Graduate route. Please visit the [UKCISA website](#) for more information on the Graduate route

# Proceed Current Course/ Defer Resit

This decision means you are required to continue on the same level of your course of study or undertake resit exams before you can move up to the next level. If you do not understand this academic decision you should speak to your Programme Leader for further academic guidance.

## Appealing an academic decision

If you would like to submit an appeal you should take advice from the Students' Union Advice Workers immediately and aim to submit

your appeal in good time. To contact the Student's Union Advice Workers, please visit the [Students' Union website](#). For full guidance on appeals, please visit the [UWS website](#).

## Visa implications

No report is made to the Home Office provided you remain engaged with study and your School monitors your attendance. Your visa may not be long enough to complete your course. If your School support your need to remain in the UK to complete your studies it may be possible to extend your visa from within the UK. You can refer to our [Student Visa Guide](#) for more information on applying for a visa within the UK.

You should contact ISST after receiving this decision if you are studying at Undergraduate level, as there is a 5 year time limit on study at UG level. If you submit a visa application that would take you beyond the allowed time limits, your visa application will be refused.

## Implications for the Graduate route

Please note that, if you are considering applying for the Graduate route, you must have successfully completed your course and be able to provide a transcript/formal confirmation of award as proof. You must have this proof on or before your current Tier 4/Student visa expires, as you can only apply for the Graduate route within the UK with a valid Tier 4/Student visa. Please note you cannot apply for a Student visa extension in order to wait for results.

Please visit the [UKCISA website](#) for more information on the Graduate route.

## Suspension

This decision means you have been suspended from study for a specified period of time. This decision can be the result of an outcome of the UWS Senate Disciplinary Committee.

## Appealing a suspension decision

The outcome from the Committee will explain how to submit an appeal. If you would like to submit an appeal, you should take advice from the Students' Union Advice Workers immediately and aim to submit your appeal in good time. To contact the Student's Union

Advice Workers, please visit the [Students' Union website](#). For full guidance on appeals, please visit the [UWS website](#).

## Visa implications

The Home Office require UWS to report any suspension of your studies to them. The Home Office require UWS to report this situation to them promptly and there are no exemptions from this reporting requirement. You must leave the UK for the period of your suspension and you can then request a new CAS to return to the UK once your suspension has ended. Please refer to the UKVI Reporting section below, for more information.

Please make sure you request your new CAS in good time to allow you to return to the UK to resume your studies on time. To request your new CAS, please email [CASRequest@uws.ac.uk](mailto:CASRequest@uws.ac.uk). You should attach your passport, visa, confirmation of you flight home (as proof you left the UK) and a receipt for your payment of the CAS Admin Fee (this costs £21, and is payable online at the [UWS Online Store](#)).

Please visit the [International Student Support Team webpage](#) for a guide to completing your student visa application from outside the UK.



## UKVI Reporting

The UWS UKVI Reporting Team will email you to let you know that they have made a report to the Home Office. The Home Office will then curtail (shorten) your visa. The Home Office will contact you once your visa has been curtailed to advise you on your new visa expiry date. You will normally be given at least 60 days after the date that the UKVI Reporting Team made their report. If you are reported because you successfully complete your course of study early (and achieve the full qualification your CAS was issued for) your visa will remain valid for the original "wrap up" period (4 months for a course of 12 months or longer) after your new earlier course end date.

The Home Office will email or post a letter to you. However, students sometimes do not receive this communication. ISST therefore advise you to make plans to leave the UK as soon as possible and within 60 days of receiving an email from the UKVI Reporting Team. If you meet the immigration requirements to apply for a new visa from within the UK, we strongly advise you to submit this application within 60 days of receiving an email from the UKVI Reporting Team.

## International Student Support Team Contact Details

E-mail: [internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)

Appointments: To book an appointment, phone the Hub 0141 848 3800.

Web: <https://www.uws.ac.uk/international/visas-immigration-atas>