

International Students with Student Visa: Placement Years and Module Placements

Introduction

This guide is aimed at supporting international students with a student visa who have secured, or are considering, a placement year or module placement opportunity.

Undertaking a placement can be an excellent way to develop your professional skills, apply your academic knowledge in a workplace setting, and enhance your future employability. Employers highly value work-based learning experience, and many students find placements beneficial when seeking graduate employment.

As an international student, there are some additional visa and compliance requirements that you should be aware of before starting your placement search. This guide outlines those requirements and the support available to help you remain compliant with your visa conditions.

For general information about placements and how to register your placement, please refer to the [Placement Year Guide](#) or [Placement Module Guide](#).

Information for All International Students

Working Hours

Placements Forming Part of Your Course

If your placement is an integral and assessed part of your programme, contributes to your programme learning outcomes, and does not exceed 50% of the total length of your course, you may undertake the placement on a full-time basis under the conditions of your Student visa. The placement must take place before your course end date and be approved by the University.

Work Experience Outside Your Course

If an opportunity is not part of your course, you may work for a maximum of 20 hours per week during term time, in line with your visa conditions. This applies to both paid and unpaid work experience.

If you are unsure whether an opportunity forms part of your course, please seek advice from the [International Advice Team](#) before accepting the position.

Placement Location

If you are considering a placement outside the Lincoln area, you should carefully consider:

- Accommodation arrangements
- Travel and public transport options
- Travel costs and journey times

You should ensure that you are able to travel to and from your placement safely and reliably.

Academic Progression

Students must successfully complete and pass all required modules before starting their placement year. If you are required to undertake reassessments or resits, you must wait until your resit results have been confirmed and you have formally progressed to the next stage of your programme before commencing your placement.

If you secure a placement before your resits are completed, your start date may need to be delayed until progression has been confirmed by the University.

Placement Registration and Engagement

All placements must be registered with the University.

This allows the University to:

- Ensure the placement remains suitable and compliant
- Meet its responsibilities under the [Workplace Education Activity Policy](#)
- Provide support throughout the placement period
- Monitor engagement where required by visa regulations

As part of this process, placement providers are also asked to notify the University of any significant concerns relating to a student's attendance, engagement, wellbeing, or conduct during the placement. This helps us provide appropriate support to both the student and placement provider where required.

Change of Circumstances Form

This form should be completed by Student Visa holders undertaking an integral and assessed placement. It is used to confirm or update placement details where the address and/or duration were not included on the CAS, or where details have changed since being reported on the CAS or a previous Change of Circumstances (Placement) form. If you are unsure, please submit the form anyway for Student Visa Compliance to assess.

Once your placement has been approved, the Placement Team will notify your School Administration Team of the change to your study arrangements. Your School Administration Team will then submit a Change of Circumstances form to ensure your student record remains accurate and that the University can meet its student visa compliance requirements. We will notify you once this has been approved. **Please ensure your Change of Circumstances form has been submitted and approved before you start your placement.**

If any details of your placement change before it starts or while you are on placement, you must inform the Placement Team as soon as possible and within **5 days of the change being confirmed.**

This includes changes to:

- Placement address
- Employer or contact details, including supervisor details
- Placement start date
- Placement end date
- Any other significant changes to your placement arrangements

Failure to report changes promptly may affect the University's ability to meet its visa sponsorship reporting requirements and could affect the Student visa.

If you have any questions about the Change of Circumstances (Placement) form or obtaining a CAS, please contact studentvisa@lincoln.ac.uk.

Outstanding University Debt

Students with outstanding debts owed to the University may not be permitted to commence their placement year until the debt has been cleared or an agreed payment arrangement has been approved.

If you have concerns about any outstanding fees or debt to the University, you should seek advice as early as possible before your placement start date. Further guidance may be available from Student Administration or the relevant University support team.

Contact: Rebecca McGuire - RMcGuire@lincoln.ac.uk

Placement Year – Student Visa

Confirmation of Acceptance for Studies (CAS)

When applying for your student visa, you will have been issued with a Confirmation of Acceptance for Studies (CAS).

If your placement is a mandatory part of your programme e.g. nursing, it should already be covered by your original CAS. If you choose to add a Placement Year (Year in Industry) to your course, you will need to obtain a new CAS and apply for a student visa extension before the placement starts. The Student Visa Team will provide guidance and support throughout this process.

If you have any questions about the Change of Circumstances (Placement) form or obtaining a CAS, please contact studentvisa@lincoln.ac.uk.

Adding a Placement to Your Course

If you wish to add a placement to your course, you will need to do this before your placement begins. You should not make a visa application during the placement period.

For guidance specific to your circumstances, please contact the International Advice Team at internationaladvice@lincoln.ac.uk

Placement/Tuition Fee

Students who commenced their studies in the 2025/26 academic year and choose to undertake a placement year will be required to pay a reduced tuition fee of £1850.

Please refer to our [Student Guide](#) under the ‘finance’ section for further information on tuition fees.

Requesting a New CAS

Following the relevant Board of Examiners (BOE), you can request a CAS through [OneUni](#).

If you have any questions about the Change of Circumstances (Placement) form or obtaining a CAS, please contact studentvisa@lincoln.ac.uk.

Placement Agreement

Before you can start your placement, a formal agreement must be completed and signed by you, the University, and your placement provider which the placement team will provide.

The agreement confirms:

- Arrangements for attendance monitoring.
- Arrangements for reporting unauthorised absences.
- Failure to attend the placement could result in Student Visa sponsorship being withdrawn.

As a student visa holder, you must:

- Attend your placement at the times and locations as agreed.
- Comply with your placement provider's attendance requirements.
- Inform the Placements Team and Student Visa Compliance Team (studentvisa@lincoln.ac.uk) of any changes to your placement details (including changes to location or dates) within **five working days** of the change being confirmed.

Failure to attend your placement or report changes may affect the University's ability to continue sponsoring your Student visa.

The Placement Agreement will be sent to your placement provider once your placement has been registered, allowing them time to review and agree to the requirements before your placement begins.

You must not start your placement until the Placement Agreement has been completed and any required visa advice has been obtained.

For Student Visa compliance queries, please contact the Student Visa Compliance Team at studentvisa@lincoln.ac.uk.

Attendance Monitoring

If you are undertaking a placement year on a student visa, the University is required to monitor your attendance throughout your placement.

Your placement supervisor will be asked to confirm your attendance on a monthly basis using an attendance monitoring form. It is your responsibility to engage fully with your

placement provider and ensure that any absences are reported in line with your placement provider's procedures.

Attendance Monitoring Process

- Attendance forms will be sent to your placement supervisor each month.
- If the attendance form has not been returned within **one week**, a reminder will be sent to both your placement supervisor and you.
- If the attendance form has not been returned within **two weeks**, a further reminder will be issued, and the matter may be escalated to the **Student Visa Team** for review.

Unauthorised Absence

- If you are absent from your placement without authorisation for **five consecutive working days**, the placement provider should notify the Placements Team. We will contact you to understand the reason for your absence and discuss any support required.
- If you are absent from your placement without authorisation for **ten consecutive working days**, the matter will be referred to the **Student Visa Team** for further investigation.

If you experience any difficulties that may affect your attendance or engagement with your placement, you should inform both your placement provider and your university placement tutor as soon as possible. Failure to maintain satisfactory attendance may affect the University's ability to continue sponsoring your student visa.

Module Placements – Student Visa

Additional Requirements for PGR Students

Most Postgraduate Research (PGR) students holding a Student visa are **not permitted to undertake placements**.

A placement may only be permitted where it was declared as part of the CAS request at the point of application and is both:

- Integral to the student's research programme; and
- Formally assessed as part of the programme.

PGR students should seek advice from the Student Visa Compliance Team before arranging or accepting any placement opportunity.

Contact: studentvisa@lincoln.ac.uk

Change of Circumstances and Visa Considerations

If you intend to undertake a work-based learning module or placement that forms part of your course, the University will need to ensure that a Change of Circumstances form is completed. Please see **Change of Circumstances** information under **Placement Year – Student Visa** section above for further information.

Attendance and Engagement

If you are undertaking a placement module as part of your programme, your attendance and engagement will be monitored throughout the placement.

Undergraduate (UG) and Postgraduate Taught (PGT) students)

- Attendance will be monitored by your Module Lead using the school's usual attendance and engagement monitoring processes for the module.
- Any concerns regarding attendance, engagement or wellbeing may be followed up by the Module Lead and reported to the Placements Team where necessary.

Postgraduate Research (PGR) students

- Attendance and engagement will be monitored **weekly** by your Module Lead throughout the placement.
- The method of monitoring may vary depending on the nature of the placement and the requirements of the programme. This will be decided by your Module Lead.
- Attendance records will be submitted to the Placements Team by your Module Lead to support the University's Student visa compliance requirements.

Unauthorised Absence

All students are expected to engage fully with their placement and maintain regular contact with their Module Lead.

- If you are absent from your placement without authorisation for **five consecutive working days**, your module lead will notify the Placements Team.

We will contact you to understand the reason for your absence and discuss any support required.

- If you are absent from your placement without authorisation for **ten consecutive working days**, the matter will be referred to the **Student Visa Team** for further investigation.

If you experience any difficulties that may affect your attendance or engagement with your placement, you should inform both your placement provider and the module lead as soon as possible. Failure to maintain satisfactory attendance may affect the University's ability to continue sponsoring your Student visa.

Student Checklist before and during your Placement

- ☐ Check that your placement is approved as part of your course and complies with your Student visa conditions.
- ☐ Register your placement with the Placement Team.
- ☐ Ensure you have successfully completed and passed all required modules and that any resit results have been confirmed before starting your placement.
- ☐ Ensure your Change of Circumstances form has been approved before you start your placement (if required).
- ☐ If you are adding a Placement Year to your course, obtain any required CAS, visa advice, or visa extension before starting your placement.
- ☐ If you started your studies in 2025/26 and are undertaking a Placement Year, ensure you understand the applicable placement year fee and any associated payment requirements.
- ☐ Ensure you have no outstanding University debt that may affect your ability to commence your placement.
- ☐ Ensure you have signed the Placement Agreement and completed the placement approval process with the Placement Team before starting your placement.
- ☐ If you are a PGR student, confirm that your placement is permitted under your Student visa conditions before accepting an opportunity.
- ☐ Attend your placement as agreed and follow your placement provider's attendance and reporting procedures.

☐ Inform your placement provider and placement tutor/module lead if illness or other circumstances affect your attendance or engagement.

☐ Report any changes to your placement details within 5 working days of the change being confirmed.

☐ Keep in regular contact with your placement provider and placement tutor/module lead throughout your placement.

☐ Seek support promptly if any issues arise that could affect your placement, attendance, academic progression, wellbeing, or visa compliance.

Remember: Do not start your placement until all University and visa requirements have been completed.

For Student Visa compliance queries, please contact the Student Visa Compliance Team at studentvisa@lincoln.ac.uk.