

## Tier 4 Compliance Policy

### Purpose

1. Tier 4 of the points based immigration system is the primary route of entry to the UK for non-EEA students who wish to study full time in the UK. These students must be sponsored by an education provider who holds a Tier 4 licence issued by the UK Visa and Immigration Directorate of the Home Office (UKVI).
2. As a holder of a UKVI Tier 4 Sponsorship Licence, Bishop Grosseteste University has a responsibility to act in accordance with the immigration rules and all parts of the Tier 4 Sponsor Guidance. These rules focus upon:
  - the Issuing of Confirmation of Acceptance for Studies (CAS);
  - record keeping; and
  - reporting duties.

### Scope

3. This document defines the policy and procedures for compliance with the Home Office regulations relating to Tier 4 students sponsored by the University. The policy relates to all undergraduate and postgraduate applicants who are required to gain a Tier 4 visa to study within the UK. The policies and processes defined in this policy relate to the responsibilities held by the University for each Tier 4 student from the moment a CAS is assigned until:
  - sponsorship for the student is withdrawn;
  - the student leaves the UK; or
  - the student is given permission to stay in the UK with a different sponsor or in another immigration category.

### Key Requirements of UKVI Policy Guidance

4. The University must appoint an authorising officer. This person must be the most senior person responsible for the recruitment of students and ensuring all of the University's sponsor duties are met.
5. The Executive Dean: Research, Knowledge Exchange and External Engagement is the nominated authorising officer for BGU.
6. The University must appoint a key contact. The key contact is the main point of contact with UKVI. The Registrar is the nominated key contact for BGU.

7. The University shall allow access to UKVI staff, apply their guidance, supply ad hoc data, use the UKVI on-line Sponsor Management System (SMS) and strive to ensure the University's sponsored students arrive, enrol and complete their studies.
8. The University shall issue a CAS for any Tier 4 student it wishes to sponsor. The CAS contains essential information on the student's programme, background, fees and English language (where required). The CAS is a key instrument used by the student to obtain their visa.
9. The University must keep copies of up to date passport (specific pages), visa (or BRP), contact details, attendance data and key documents supporting any application.
10. The University must report students who: do not enrol, cease contact, have their sponsorship terminated or have significant programme changes. The University must also report details of recruitment 'intermediaries' and students believed to be breaching or attempting to breach visa conditions or involved in terrorism or other criminal activity.
11. Failure to comply with UKVI requirements may result in the loss or suspension of the University's licence to sponsor non-EEA students. Furthermore, the UKVI sets certain performance indicators to measure performance, including: CAS issuing, enrolment and completion. Underachievement against these indicators can lead to penalties against the University.
12. Full details of current UKVI Tier 4 requirements are available on the UKVI website and the International pages of the University's 'SharePoint' system. Clarification can be sought from the University's International Office.

### **Specific Responsibilities at Bishop Grosseteste University**

#### **13. CAS Issuing**

<b>UKVI Requirement</b>	<b>Management Responsibility</b>	<b>Managed by</b>
Issue CAS to new students	Head of Admissions	Admissions Team
Issue CAS to continuing students	Head of Admissions	Admissions Team

#### **14. Record Keeping**

<b>UKVI Requirement</b>	<b>Responsibility</b>
Copies of relevant passport pages, visas and BRP.	Admissions Team
Contact details at enrolment	Admissions Team
Updating contact details	Student Administration
Absence/Attendance	Student Administration
Evidence used for issuing CAS	Admissions team

#### **15. Reporting Duties**

<b>UKVI Requirement</b>	<b>Responsibility</b>
Student visa refused	International Manager
Students fail to enrol	Student Administration Manager and Admissions Manager
Student withdraws / defers	Student Administration Manager
Student contact stops	Student Administration Manager
Stop sponsorship – other reason: E.g. change in immigration category/programme/work placement. Completion of programme early.	Student Administration Manager
Placement	Placement Services Manager

### **Recruitment and Admission procedures**

16. Tier 4 students will apply to the University in the same manner as other students, either via UCAS or directly using a University application form.
17. Any agent or other intermediary will be appointed by the International Office in line with the University Policy on Working with International Agents.
18. Prior to an offer being made, applications will be checked by the Admissions Team to ensure that UKVI immigration requirements can be met. These requirements are in addition to the University's published entry requirements and are articulated in the CAS checklist in appendix A.
19. Offers to overseas nationals will be made by Admissions, in line with current procedures. All offers will be conditional based on students meeting UKVI immigration requirements. A pre-CAS form will be sent to applicants to collect further information before a CAS can be issued (see appendix B).
20. Tier 4 students are required to pay a non-refundable deposit before a CAS can be issued. Deposit levels are set annually by the Vice Chancellor's Executive Group (VCEG).
21. A CAS checklist will be completed and kept on the student file, to ensure all necessary requirements have been kept (see appendix A).
22. The CAS will be assigned in line with UKVI guidance, by an appointed Level 1 or Level 2 user on the UKVI Sponsor Management System (SMS). The CAS request will be raised on the Student Record System.
23. A CAS will only be issued if the University is confident of a successful outcome for the visa application. The CAS will only be passed to the student after this has been determined.
24. If a Tier 4 visa is refused, the Admissions Team will request a copy of the 'Refusal for Entry Clearance'. The Admissions Team will report on the SMS that the student was refused together with the reason(s) why. Once this has occurred, the Admissions Manager, along with the

International Manager will review the application to decide whether to issue the applicant with a new CAS. The decision will take into account the reason(s) for refusal, the current date, latest arrival dates, if the applicant still wants to study in the UK at BGU and any new information the applicant provides. If a decision is taken not to issue another CAS, the applicant may then apply for a tuition fee deposit refund.

### **Enrolment Procedures**

25. Students with places in University halls may access their accommodation a maximum of 2 days prior to enrolment.
26. Students will be required to complete all pre-enrolment/right to study processes with the Admissions Team using an enrolment checklist (see appendix C). The following documentation will be copied, signed and dated as true copies and held on file in student records and shared with the Student Administration Team:
  - Passport
  - Visa
  - Biometric Residence Permit (BRP) Scans
  - Qualifications check (original qualifications which have been used as evidence for the CAS and admissions purposes will be checked to ensure they match the evidence in the application)
  - Tier 4 declaration
27. The Admissions Manager will attain confirmation from Finance that tuition fees and accommodation fees have been paid.
28. On completion of the pre-enrolment/right to study process the Admissions Team will enrol the student and issue their University ID card. The student will receive their timetable electronically.
29. A Tier 4 Event log will be created by Admissions, the log is a record of all activity involving the student which is related to Tier 4 compliance.
30. In the event a student fails to produce all necessary documentation, they will be given 3 weeks to produce all relevant documentation for undergraduate study and one week for postgraduate study. Students will be given regular reminders by the Admissions Team. Failure to produce the outstanding documentation by the final date will normally result in withdrawal from the programme.
31. Students who are currently in the UK on a Tier 4 visa will need to make an in-country application for a visa extension. The student will be allowed to provisionally enrol and start their studies as normal until a decision is made by the UKVI. The student will be informed of the consequences to their visa and programme of study if their application fails. If a Tier 4 student has exhausted all in-country applications and fails to get a visa extension the University must tell the student to return home. Tuition fees will not be refundable in this instance.

### **Post-Enrolment support**

32. Post enrolment the student must register with both Lincolnshire Police and a local doctor's surgery. The student is required to submit evidence of both registrations to the Student Administration Manager. The Student Administration Manager will verify the information through the appropriate channels and update the Student Record System.

### **Mid-Year census event**

33. All Tier 4 students are required to re-register at the end of the first semester and before the start of the second semester to ensure student records are accurately maintained. This mid-year census check is organised by the Student Administration Manager. The International Office Administrator will run an Overseas National Report and prepare a Tier 4 list for use by the Student Administration Manager. All Tier 4 students are required to submit the following documents at re-registration:

- Student passport
- Visa/ BRP
- Student ID Card
- Latest contact information
- Police registration document

34. In the event of non-attendance, non-attendees will be contacted by the Student Administration Team and called for individual visits to complete the process outlined in 33. Where relevant, the student records will be updated by the Student Administration Team with any new or updated information.
35. The Student Administration Manager will update the Tier 4 event log to confirm re-registration and, if necessary, update information.
36. Students who do not re-register will receive written notification of the University's intention to report their absence to UKVI and the consequences this may have on their visa. The students will be given a further 5 working days to re-register.
37. Students who cannot be shown to be 'present' will be reported to UKVI via the SMS within 10 working days of the end of the re-registration period. This decision to report will be made by the Registrar and a Level 1 SMS user will process the decision.

### **Attendance Monitoring**

#### **Absence guidance for Tier 4 students**

38. The attendance of Tier 4 students will be monitored in line with the University's *Student Attendance Policy*. Student attendance is monitored via logging student contacts. Examples of student contacts include:

- attending any lesson, lecture, tutorial or seminar (relevant to the course);
  - attending an examination, viva or practical assessment;
  - submitting coursework, report or drafts of one or more sections of a dissertation or thesis;
  - attending a meeting with a supervisor, module or programme leader, personal tutor, or welfare advisor;
  - attending a registration / enrolment event; and
  - attending an assessed work placement.
39. As per the *Student Attendance Policy*, if the School decides to give an authorised absence, then an authorised absence form should be completed and forwarded to Student Administration. Details will be entered on the student record system. Detailed articulation of the circumstances under which authorised absence is given can be found in the University's *Student Attendance Policy*.
40. If a student has not made contact for two weeks, or has missed 10 consecutive contacts (whichever is earlier), then a School Administrator and the Programme Leader will e-mail the student immediately to re-establish contact.
41. If the University has been unable to contact the student or provide an authorised absence, the Student Administration Manager will advise the International Office there is a 'Cause for Concern'.
42. The International Office will contact the student and will determine if whether there is some other acceptable reason to give authorised absence. If the International Office gives an authorised absence this will be entered onto the student record system and the school advised.
43. If not, consideration will be given to UKVI reporting by the Registrar. If reported to UKVI, the International Office will advise the student, their School, Student Administration Team and Accommodation officer as appropriate. The student record will be updated and a Tier 4 Event logged by the Student Administration Manager.

#### **Postgraduate 'Writing up Students'**

44. The Home Office regulations allow the University to sponsor postgraduate students who are writing up a dissertation or thesis. If a student resides in the UK whilst writing up, there must be scheduled monthly contact with their supervisor and their contact details (including telephone numbers) must be kept up-to-date.
45. If a student decides to write up their thesis/ dissertation in their home country, the University will inform the student that their sponsorship will be withdrawn and notification will be made to UKVI within 10 working days.
46. If contact with a 'writing up' student ceases, then the Absence Guidance in 6.1 above applies. Contact for a writing up student is defined as meetings with their supervisor which are held at least once a month.

### **Resit and repeating students**

47. Resit and repeating students may continue to be sponsored, provided their continued participation is required. If the student's participation is not required in one full semester, then sponsorship will be withdrawn for that semester. Consultation with the International Office will be required to determine an individual's situation.
48. If the student needs to attend both semesters then the University will continue to sponsor the student. The student should be referred to the International Office as they will need to extend their visa before the revised end of the programme.
49. If the student only needs to attend one semester, the Student Administration Team will email a notification to the student to advise them that, under Tier 4 policy the University is required to report they are no longer studying to UKVI. They should consider their visa curtailed to a 60-day period from the day the University rescinds sponsorship. They should make arrangements to leave the UK as soon as possible (ideally within 60 days of withdrawing) and they should consider their visa as cancelled from the day they leave the UK. The University will require the student to present evidence of travel details (e.g. a plane ticket) that falls within the 60-day period. A copy of the notification is attached to the student record. Three months before they are due to start back, or as soon as practically possible, they should contact the Registrar to request a new CAS and obtain a new visa in time for the restart date. The University will only issue a new CAS once it is confident that the student did not overstay on their curtailed visa.

### **Interrupting Students**

50. If a student requests to interrupt studies and this is agreed, the procedures on 6.3.2 will apply.

### **Students undertaking 'fieldwork' away from the University**

51. If a student is undertaking a major project away from the University, then contact details and a record of 'contact' will need to be kept.

### **Students whose visa expires before completing their studies and who fail to get new visa.**

52. If a current Tier 4 student is outside the UK and fails to get a visa extension, the University will take one of two options:
  - a) If attendance is required, the University should intercalate the student and advise them they may re-join at an appropriate later date, with a new visa.
  - b) If attendance is not required, the University will keep them enrolled and allow them to write-up / complete from abroad.
53. If a current Tier4 student is in the UK and fails to get a visa extension, the University must advise the student to seek immigration advice. If the student is able to make a second in-country application and the University believes it will be successful, then a new CAS will be issued. The student will be allowed to continue their studies as normal until the second decision is made. The student will be informed of the consequences to their visa and programme of study if their second application fails.

54. If a Tier 4 student has exhausted all in-country applications and fails to get a visa extension the University must tell the student to return home. Tuition fees will not be refundable in this instance.
- a) If attendance is required, then they may re-join at an appropriate later date, with a new visa.
  - b) If attendance is not required, the student will be re-enrolled, once the University has verified they have returned home.

### **Students on placement**

55. Tier 4 students may have to undertake a work placement if it is an integral and assessed part of the programme. This placement must not normally be more than 50% of the total length of a degree unless it is a legislative requirement.
56. The University remains responsible for the student during their work placement and shall continue to comply with all sponsor duties, including those relating to attendance monitoring and the maintenance of current contact details.
57. The University is responsible for ensuring the work placement provider is aware of the requirements relating to Tier 4 students in their work place.

### **Students in work**

58. During term time Tier 4 students are entitled to work for a maximum of 20 hours per week if they are studying at degree level or above at a UK higher education Institution. Tier 4 students are allowed to work full time during vacations, before their course starts and after their course ends until their sponsorship has expired.
59. Tier 4 students are not permitted to engage in business activity. The Home Office Tier 4 of the Points Based System – Policy Guidance” states a Tier 4 student:
- cannot be self-employed or engage in business activity; and
  - will be considered to be engaging in business activity where the student is working for a business in a capacity other than an employee in which the student has a financial or other significant beneficial interest.

This would include, for example:

- working for a company where the student also holds a statutory role, such as a director.
60. If a member of staff suspects a Tier 4 student of exceeding the entitled number of working hours or that they are engaging in business activity, they will report the student to the International Office.
61. The International Office will ask the University’s Governance and Compliance Manager and relevant Head of School to convene an investigation meeting with the student to establish the facts.



62. After the investigation meeting the Governance and Compliance manager will report the findings of the meeting to the Head of School, and the Registrar who will give consideration to reporting the student to UKVI.
63. If reportable UKVI will be notified within 10 working day and the International Office will advise the student, their School, Student Administration Team and Accommodation officer as appropriate. The student record will be updated and a Tier 4 Event logged by the Student Administration Manager.

### **Review**

64. The student may request that any decision taken by the Registrar be reviewed by the Executive Dean: Research, Knowledge Exchange and External Engagement under either or both of the following grounds:
  - that relevant new evidence has come to light which was not available for good reason at the time of the Registrar's consideration; and/or
  - that a material procedural irregularity occurred in the application of this Code of Practice.
65. The request for review should be made in writing and address to Regulatory Compliance Team, Governance, to be received no later than 10 working days from the date of the letter notifying the student of the Registrar's decision
66. The Executive Dean: Research, Knowledge Exchange and External Engagement will receive such further information as is necessary. The decision of the Executive Dean: Research, Knowledge Exchange and External Engagement will be communicated to the student in writing normally within 10 working days of receipt of the request for review.
67. The decision of the Executive Dean: Research, Knowledge Exchange and External Engagement is final. There will be no further right to review or appeal within the University.

### **Future Sponsorship and Registration**

68. The University reserves the right to decide at its sole discretion whether to assign a Confirmation of Acceptance for Studies (CAS), act as immigration sponsor or admit to any programme any student or former student whose sponsorship or Registration has been withdrawn under this *Code of Practice*. In considering whether to act as a sponsor or make an offer of admission the University may take into account the previous conduct of the student or former student.

### **Tier 4 Compliance Monitoring**

69. The University's Head of Quality Regulatory Compliance will be responsible for organising a number of scheduled activities throughout the year to monitor the University's Tier 4 compliance. The key activities to be monitored include:
  - a) completeness of Passport and Visa / BRP records relating to Overseas Nationals;
  - b) completeness of Tier 4 student contact details;
  - c) attendance records;

- d) completeness of registry files;
- e) changes to UKVI policies and regulations; and
- f) adherence to procedures set out in this policy guidance.

- 70. A record of key Tier monitoring activities for each student will be maintained on the Tier 4 Event log.
- 71. An Internal Tier 4 Compliance report will be submitted to each meeting of the University's Internationalisation Committee.

## Appendices

	<b>Appendix</b>
Confirmation of Acceptance of Studies checklist	A
Confirmation of Acceptance of Studies Request Form	B
Enrolment checklist for International Students	C
Glossary of Terms	D
Immigration Obligations	E

## Issuing of Confirmation of Acceptance for Study Checklist

Student Number:

Action	Please tick/note
<b>DEPOSIT PAID</b> <ul style="list-style-type: none"> <li>Email confirmation received from Finance</li> <li>Student record amended</li> </ul>	
<b>CAS REQUEST FORM RETURNED</b> <ul style="list-style-type: none"> <li>If previous UK study, overstayed or refused visa discuss with the Registrar</li> </ul>	
<b>QUALIFICATIONS RECEIVED AND CHECKED</b> <ul style="list-style-type: none"> <li>Recorded in student file</li> </ul>	
<b>COPY OF PASSPORT RECEIVED</b>	
<b>ENGLISH LANGUAGE QUALIFICATION CHECKED</b> <ul style="list-style-type: none"> <li>Verify if appropriate (IELTS, TOEFL, Pearson, TOEIC, CAE)</li> <li>Check validity against UKVI Approved English Tests (e.g within 2 years)</li> </ul>	
<b>PROGRAMME OFFERED MATCHES PROGRAMME APPLIED FOR</b> <ul style="list-style-type: none"> <li>Check that the programme given on the offer letter matches the programme given on the original application form</li> </ul>	
<b>CONDITIONS OF OFFER MET</b>	
<b>HOME ADDRESS PROVIDED</b>	
<b>PREVIOUS STUDY IN THE UK? (If so complete progression details on CAS)</b>	
<b>Issue of CAS confirmed by two SRA staff:</b> <ol style="list-style-type: none"> <li>Pay for CAS using credit card</li> </ol> Recorded on Student Record System	

### CAS Request Form

Before a CAS can be issued, Bishop Grosseteste University is required by the Home Office to collect information about your immigration history. Please answer the following questions and return this form to the University ([international@bishopp.ac.uk](mailto:international@bishopp.ac.uk)) as soon as possible. Failure to provide accurate information may result in your CAS application being delayed. If you haven't already done so, please provide a copy of your passport with this form.

#### 1. PERSONAL DETAILS

Full Name	
Student I.D Number	
Date of Birth	
Programme	
Personal Email Address (to send CAS)	
If you would like a copy of your CAS sent to your agent please tick here	<input type="checkbox"/>

#### 2. IMMIGRATION HISTORY

Have you been to the UK to study before?      Yes     No  (if yes, please provide further information below and on an additional sheet/email if necessary)

From (mm/yyyy)	To (mm/yyyy)	Type of Visa	Programme	Institution

#### 3. VISA HISTORY

Have you ever overstayed your visa?      Yes     No  (if yes, please provide details)

Date of Refusal	Reason for Refusal

#### 4. VISA APPLICATION

Are you planning to make your visa application form:    Within the UK       In Home Country

If within the UK, a member of our Admissions Team will contact you to arrange an appointment at the University.

If all information is correct, you hold an unconditional offer and you have paid your £3,000 deposit, we aim to send your CAS within 5 working days. If you have answered yes to any of the questions we may contact you to discuss the information provided in accordance with Home Office guidelines.

Once a CAS has been issued, our International Team will be able to assist you with your visa application. If you have any questions please contact [international@bishopg.ac.uk](mailto:international@bishopg.ac.uk) or telephone +44 1522 583691.

**BISHOP GROSSETESTE UNIVERSITY****International Student Enrolment Checklist**

Student Name:

Student ID Number:

<b>University Staff Use only</b>	<b>Tier 4 Overseas Nationals</b>	<b>Non-Tier 4 Overseas Nationals</b>	<b>American Exchange/Visiting</b>	<b>Erasmus EU/Non EU</b>	<b>Non EU Visiting (e.g Japan)</b>
<b>Passport &amp; Visa Check</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Qualification Check (Please bring originals)</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Tier 4 Compliance</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Finance Visit</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Enrolment</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Student ID</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Police Registration Certificate</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Doctor Registration</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments
<b>Bank Letter</b>	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments	Y/N : Comments

## Glossary of Terms

Authorising Officer	This person is the most senior within the University responsible for the recruitment of students and ensuring all of the University's sponsor duties are met.
Biometric Residence Permit	A BRP is proof of the holder's right to stay, work or study in the UK. It can also be used as a form of identification (for example, if the holder wishes to open a bank account in the UK).
Confirmation of Acceptance for Studies (CAS)	This is not an actual certificate or paper document but is a virtual document similar to a database record. This record will be generated by the University, the Tier 4 Sponsor, for each student it is sponsoring.  Each CAS has a unique reference number and contains information about the course of study for which it has been issued and the student's personal details.
EEA student	A student who is a national of a European Economic Area (EEA) State. For the purposes of Tier 4 sponsorship EEA State means any member of the European Union other than the UK, Iceland, Norway, Liechtenstein or Switzerland.
Key Contact	The Key contact is the main point of contact with UKVI.
Level 1 User	The Level 1 user of the SMS must carry out the day-day sponsorship activities and can administer users of the SMS system.
Level 2 User	The Level 2 users have fewer permissions on the SMS than a Level 1 user.
Sponsor Management System (SMS)	The SMS is an online tool which lets the University carry out day-to-day sponsorship activities and report any changes. The University can also use it to assign Confirmation of Acceptance for Studies (CAS) to students who wish to come to, or stay in, the UK to study, and to fulfil its reporting duties for sponsored students.
Tier 4 sponsor /licensed sponsor	A Tier 4 sponsor that is approved by the Home Office and has been given a licence to bring students to the UK under Tier 4 of the Points Based System. A Tier 4 sponsor can be a Tier 4 (General) student sponsor, a Tier 4 (Child) student sponsor, or both.
UK Visa and Immigration Directorate	Is the operational department of the Home Office responsible for Visa and Immigration rules and control.



## Immigration Obligations

The University holds a licence as a Tier 4 Sponsor under the Home Office Points Based System for Immigration and has a number of recording and reporting duties to meet in order to retain the licence.

### 1. Sponsor Obligations

#### 1.1 Record Keeping

The University has a duty to keep a copy of the student's:

- (a) Current passport details (including biometric page), leave stamps/immigration documents including period of leave to remain in the UK. This must show the individual's entitlement to study with a licensed sponsor in the UK;
- (b) UK Biometric Residence Permit (BRP) if applicable;
- (c) Record of absence/attendance details;
- (d) Contact details (including a current UK term-time address and telephone number);
- (e) Originals, or copies of, any evidence used to assess the process of making an offer of study to the student.

#### 1.2 Reporting - the University must report

The University must report on all Tier 4 students that it has sponsored even if they are:

- (a) on a course (including a pre-session course) at a partner institution named on their CAS; or
- (b) doing a work placement that is part of their course.

The University must retain information in its own records about any appeal which a student makes against refusal of leave decisions. If a student's appeal is successful and leave is granted, the University must report to the Home Office if their start date is delayed and provide a new enrolment date.

Reporting categories:

- (a) Student withdraws from the course before travel to the UK;
- (b) Student's start date is delayed before they enter the UK but after they have been granted entry clearance;
- (c) Student does not enrol within the enrolment period;
- (d) Student misses 10 consecutive expected contact points;
- (e) Student defers their studies after they have arrived in the UK and is no longer actively studying (this will include students who take a leave of absence, excluded students who are put on imposed leave of absence and students who transfer to external status);

(f) The University is withdrawing a student from their course;

(g) If the University stops sponsoring a student because they:

- move to a different immigration category with a different sponsor;
- move to an immigration category that does not need a sponsor; or
- complete the course sooner than expected.

(h) Significant change in a student's circumstances, e.g.:

- a change in where they study or do their work placement;
- a change of course; or
- anything suggesting they are breaking conditions of their permission to stay in the UK.

(i) If the University is endorsing a Tier 1 (Graduate Entrepreneur) and they miss a three month expected contact point without the University's permission. If the University re-establishes contact with a student and wants to resume sponsorship the University must tell the Home Office if:

(a) the student's permission to stay in the UK has expired; or

(b) the student's leave was cancelled/curtailed while they were not studying with the University.

In both circumstances, the student will have to apply for new permission to stay before they can start studying again.

## 2. Reporting for Doctorate Extension Scheme (DES) students

If the University sponsors a student under Tier 4 (General) DES, it will continue to report as normal until the student has successfully completed their course. The University must report:

(a) when the student completes their PhD;

(b) if the student finishes their course without successfully completing;

(c) if the student misses a scheduled contact;

(d) if the student is permanently leaving the UK;

(e) if the University believes that the student is breaching conditions of their leave after the completion of their course; or

(f) if it stops sponsoring a DES student.

The University must withdraw sponsorship if:

(a) the student finishes their course without successfully completing their PhD, or is awarded a lower qualification;

- (b) the University reports that the student has missed a scheduled contact;
- (c) the student notifies us that they are permanently leaving the UK; or
- (d) the University is aware that the student is breaching conditions of their leave.

### 3. Additional Duties

In addition to its duties as a Tier 4 sponsor, the University is expected to contribute to supporting immigration matters. In particular, the University must take reasonable steps to ensure that every non-EEA student at the University has immigration permission to be in the UK that are valid and permit study. Failure to do this may lead to the revocation of the University's Tier 4 Sponsor licence.

### 4. Immigration Permissions

The University is obliged to check that its non-EEA students have the right to undertake a period or course of study in the UK.

There are two groups under which study is normally permitted:

(a) Non-student immigration categories under:

- Asylum/Humanitarian Protection;
- Tier 1;
- Tier 2 (worker);
- Dependants of primary visa holders and EEA family/spousal; or
- General/Business (restricted under paragraph 43A).

(b) Student permissions under:

- Tier 4 (General);
- Tier 5 (Government Approved Exchange); or
- Short Term Study Visa.