

INSTITUTIONAL TIER 4 POLICY

The points-based immigration compliance system as it relates to students holding tier 4 visas

1. Background

In order to recruit students from outside the EU, the University is required to comply with the terms of the Immigration, Asylum and Nationality Act, 2006. The University has been granted a Tier 4 sponsor licence by the Home Office (formally known as the UK Border Agency) since December 2008. This permits the University to issue Confirmation of Acceptance for Studies (CAS) to potential overseas/non EEA students. The University also holds Tier 4 Sponsor status which carries with it additional responsibilities in relation to the sponsorship of international students.

2. Definitions of Terms Used:

- **Enrolment:** This is the process a student has to complete to become a University of Reading student. This includes completing online enrolment, fee payment, ID/Immigration check and obtaining the campus card.
- **RISIS:** This is Reading Integrated Student Information System (RISIS) and is the student records system used by the University. Students and staff both access this system, but users are restricted to the information which can be accessed. The system is accessed through the online RISIS portal.
- **Sponsored Students:** For the purpose of this guidance, the sponsoring institution is the University of Reading and sponsored students refers to those students studying under a Tier 4 visa. This does not refer to financial sponsorship.
- **Student Engagement:** This term relates to a student's engagement with the programme of study on which they are registered. Expected engagements include attendance at lectures, tutorials, supervisory meetings etc. as well as actions such as handing in coursework and sitting exams. Successful completion of these engagements demonstrates that the student is participating appropriately with his or her studies.
- **CAS (Confirmation of Acceptance for Studies):** This is a virtual document created between the Home Office and the Tier 4 Sponsor Licence holder. The unique CAS number allows both the Home Office and the University to access specific information provided by the University for that student and the programme. The CAS is only valid for study at the specific institution (University of Reading), for the specific programme detailed in the CAS. A CAS can only be used once in a visa application. Once used, it cannot be used in any further application.
- **International Student:** Any national who is not UK, EU, EEA or Swiss. This relates to nationality and not residency or fee status.
- **UKVI:** UK Visas and Immigration. This is the part of the UK Home Office which is responsible for making decisions on who has the right to enter or remain in the UK.

3. Sponsorship Duties for Tier 4 Sponsors

The University's duties as a Tier 4 Sponsor are as outlined below:

1. To keep a copy of all non-UK/EU students passports showing evidence of their entitlement to study and the period they have permission to stay in the United Kingdom
2. To keep each student's contact details and update them as necessary
3. To maintain any appropriate accreditation
4. To offer courses to international students which comply with the Home Office conditions (e.g. courses with work placements – must not exceed a maximum of 50% work (for a course at NQF level 6 or above), with the placement assessed as part of the course.)
5. To assign CASs only to those students who to the best of our knowledge meet the requirements of Tier 4 and will be able to make a successful application.
6. To report to the Home Office any students who fail to enrol on their course within 10 working days of the end of their prescribed enrolment period (including those students who defer and are not yet in the UK).
7. To report to the Home Office any unauthorised absences where the student has missed 10 "expected contacts"
8. To report to the Home Office any students who discontinue their studies (including any deferrals of study) or who stop attending the University because they have been withdrawn or suspended from their course, within 10 working days of this being confirmed.
9. To report to the Home Office any significant changes in students' circumstances, for example if the length of the course changes, a student completes their studies earlier than the expected end date of the course which was stated on their CAS, a student secures a visa other than Tier 4 (i.e. a work visa), a student leaves the UK on a research period away, or the location of a study/work placement changes.
10. If a student defers or suspends studies after arrival in the United Kingdom, permission to be in the United Kingdom will no longer be valid and the University will inform the Home Office of the deferral and advise the student accordingly.
11. To report to the Home Office details of any recruitment agents and third parties used in recruiting international students.
12. To refer to the police any information that the University has about students engaged in terrorism or other criminal activity.
13. To report to the Home Office any students found to be breaching the conditions of their visa. This may result in the student being suspended or excluded from the University.

4. Responsibilities of International Students:

Students must adhere/comply to the conditions of their visa at all times and obey the law. Work and police registration requirements will be endorsed on the visa vignette in a passport or on the visa decision letter.

Enrolment

Students issued with a CAS must arrive and enrol by the last date of enrolment indicated on the CAS. Enrolment after this date will not be possible and the University will withdraw sponsorship of those students that have failed to enrol. Returning students must re-enrol for their course on time each academic year if applicable.

Students are responsible for providing evidence satisfactorily demonstrating they have the required Immigration permission to be in the UK and to study at the University of Reading. The onus is on the student to ensure their visa and Immigration status remains valid during the period they intend to study in the UK

Students must provide the University with their passport and visa documentation/Biometric Residence Permit at enrolment in order that copies can be taken. Should a passport and visa not be available, enrolment will only be allowed where it can be evidenced that the passport and previous visa have been sent to the Home Office and an in-time application made to the Home Office using a University of Reading CAS.

Students that are unable to enrol by the enrolment deadline and would like to defer their place on the course must contact the Admissions Office. Students who do defer their place will have the current CAS withdrawn and be issued a new CAS which must be used prior to enrolling on the deferred course.

Contact Details

Students must ensure that up-to-date UK contact details are held on the RISIS web portal (UK address and contact telephone number) at all times.

Students must also inform UKVI of any changes to their contact details during the course of their studies. Details of how to do this can be found [here](#). In addition, students who are required to register with the police must update their police registration certificate if they change their UK address.

Attendance

Tier 4 sponsored students are expected to attend and engage in all academic aspects of their course. Failure to attend and academically engage satisfactorily may result in exclusion and visa sponsorship being withdrawn.

Suspension and Withdrawal

Students must follow the University's processes if they wish to suspend their studies or withdraw from their course. Tier 4 students that suspend (for more than 60 days) or withdraw from the programme will be reported to the Home Office within 10 working days of the suspension/withdrawal being applied.

Students who suspend for 60 days or less, where visa sponsorship is maintained must continue to be monitored. In these cases specific arrangements must be made in agreement with the school and relevant compliance staff member (Doctoral Research Office for PhD students; Home Office Compliance Manager for all other students). If monitoring is unable to be arranged, then visa sponsorship will be withdrawn.

Suspension and withdrawal may have consequences on a student's immigration status and they may be required to leave the country.

Changing Immigration Status/Category

Students must inform the University immediately if their Immigration status changes at any time and provide copies of all correspondence and documentation that they receive from the Home Office in relation to their current immigration status, if they leave the UK permanently or switch into another immigration category/tier. Students must also inform the University if they change nationality, which means they no longer require a visa for the UK. Students should inform the University about these changes by contacting the Home Office Compliance Manager team at immigration@reading.ac.uk Failure to contact the International Student Advisory team specifically will mean that you will continue to be treated under the previous immigration category/nationality records held on RISIS.

Study

Students must reach the level of academic attainment required for the programme.

Tier 4 sponsored students are required to undertake a full time programme of study throughout their course. The only exception to this requirement exists where elements of the course must be retaken in order to progress on or complete the course.

Visa Extensions and Valid Passports

Students should ensure that they hold a valid passport and that they continue to retain a valid visa by extending or applying for a new visa before their current visa expires. Students must ensure that they give the University up-to-date copies of their passports and visas. Students who fail to provide passports, visas or evidence of an 'in-time' application when requested to do so, may be suspended from the University. Students sponsored by the University for their Tier 4 visa may also have this sponsorship withdrawn.

Students whose Immigration application is rejected or refused by UKVI must inform the [International Student Advisory Team](#) as soon as they are notified of this.

Employment

Students must not work more hours than are allowed. Work permission is stated on either an entry clearance or biometric residence permit. Tier 4 students are restricted to either 10 hours or 20 hours per week, depending on the type of programme the visa is issued for. Tier 4 visa holders are not permitted to undertake certain types of work. For more information on the type of work prohibited, please check the Home Office [Tier 4 student guidance](#).

Tier 4 students are restricted to the number of hours they are permitted to work during term time. However, they are permitted to work more than this during vacation time. [University term dates¹](#) and University closure dates are available online. University closure dates apply to all students, except PhD students. Term dates depend on the type of programme the student is on:

- University term dates published online apply to all Undergraduate students. These also apply to students on a 9 month duration Postgraduate taught programme.
- Students on a full-time one-year taught Masters programme are required to study for one calendar year and therefore do not have a summer vacation.
- Research students, on a full-time PhD programme, are required to be in continuous attendance. Any holiday should be agreed and taken in accordance with University regulations.
- [Pre-sessional English student course dates²](#) are available online.
- [International Foundation Programme dates³](#) are available online.

If you are supposed to be doing research, writing-up or studying during a vacation period, you must not exceed the restricted hours of work per week during this time

Students can contact the International Student Advisory Team to determine their eligibility to work additional hours during vacation periods.

Students found to be breaching the conditions of their visa will be reported to the Home Office and excluded.

¹ <http://www.reading.ac.uk/ready-to-study/study>

² <http://www.reading.ac.uk/ISLI/pre-sessional/islc-pre-sessional-fees.aspx>

³ <http://www.reading.ac.uk/ifp/coursestructure/ifp-datesofters.aspx>

ATAS (Academic Technology Approval Scheme)

Students on specifically designated courses are required to obtain an ATAS certificate before commencing the programme. Tier 4 students who require an ATAS certificate must have applied for and obtained ATAS approval before a Tier 4 visa application is made. Students who hold other types of Immigration permission who take an ATAS registered programme must have applied for and obtained ATAS approval before they enrol. Failure to provide evidence of the ATAS approval at enrolment (if not already provided) will mean the student will not be permitted to enrol and commence their programme.

Police Registration

Students that are required to register with the police must do so within the time limits set by UKVI, which are endorsed on the visa/biometric residence card (front or back) or visa decision letter. Failure to register with the police may result in penalties from the Police or Home Office.

After initial police registration, if a student's address or immigration conditions change the student must have their police registration certificate updated by the relevant police station.

Police registration is solely the student's responsibility.

5. Selection and Admissions

The most recent or most relevant qualification on which any offer is based, together with details the applicant's English language competence will be recorded on the student database (RISIS) and will inform any academic offer made.

Admissions decisions are taken by the University in good faith on both the basis of the qualifications provided and statements made in a student's application. If it is discovered that a false statement has been made, false documents submitted or significant information has been omitted from a student's application form, the University may withdraw or amend its offer, report the student to the Home Office, refuse or withdraw sponsorship and terminate the student's enrolment at the University, according to the circumstances. Receipt of an academic offer does not guarantee that a CAS will be assigned to the applicant.

5.1 Academic Progression

Tier 4 students or those requiring Tier 4 visa sponsorship must apply for a programme of study which represents appropriate academic progression from their current/previous programme of study in the UK. Applicants requiring Tier 4 visa sponsorship must declare any previous studies undertaken in the UK prior to the University providing Tier 4 visa sponsorship (a CAS). Failure to declare previous UK study may result in a CAS or visa sponsorship being withdrawn and risks any visa application in process being refused.

For students who apply to extend their Tier 4 visa in the UK, the University is required to confirm that the programme the student is applying to study represents academic progression before it will issue a CAS. Only students who have successfully completed the course for which their previous visa was issued are allowed to make a further Tier 4 visa application in the UK.

Students who have previously studied in the UK, but are making a new visa application from outside the UK, whilst we are not required to confirm academic progression an assessment is required to be made which takes this into account before issuing CAS sponsorship.

The University will assess academic progression for CAS purposes in line with the Home Office Tier 4 Sponsor Guidance. Where a student intends to make an application from outside the UK, even though we are not required to confirm academic progression, this will be taken into account before a CAS is issued due to the overall credibility assessment and requirement.

If a student changes their programme during the course of their studies and requires a visa extension to enable them to complete their programme, depending on the change, the student may be required to leave the UK at the time the change is made and apply for a new Tier 4 visa outside the UK before being allowed to continue their studies.

5.2 Confirmation of English Language and Academic qualifications

All conditions of an academic offer must be met prior to the production of a Confirmation of Acceptance for Studies (CAS). If a deposit is required, this must be paid prior to the production of a CAS.

5.3 ATAS Requirements

International applicants who will be studying in the UK for more than 6 months (Tier 4 students and any other immigration category) and will be studying a course (or undertaking a period of research) in one of the academic disciplines that is included in Appendix 6 of the Immigration Rules, must hold an ATAS clearance certificate from the counter proliferation department of the Foreign and Commonwealth Office (FCO). Clearance certificates must be obtained before a student is permitted to enrol and start the programme.

5.3.1 New students

Applicants are advised to apply for and wait to be issued an ATAS certificate prior to making their visa application. The University will receive a copy of the ATAS clearance direct from the FCO. Once this is received the student record is updated. Any student who is required to obtain an ATAS and which the University has no record of clearance being issued will not be permitted to enrol on the programme until clearance has been received.

5.3.2 Current students wishing to transfer to a programme of studies which requires an ATAS certificate

Students already registered at the University who wish to progress to another programme of study which requires an ATAS certificate must apply for the certificate and be granted prior to application for a visa to extend their stay.

Where an existing student is unsuccessful in gaining an ATAS certificate, they will remain on the existing programme or will be required to suspend or withdraw from their studies.

5.4 Sponsorship Management System and CAS processing

Only applicants holding unconditional offers and who have paid a deposit (if applicable) will be issued with a CAS. The CAS will be issued no sooner than 3-4 months prior to the start of the programme.

When attendance of a pre-sessional language course is a condition of an offer, a CAS will be issued for the pre-sessional course only. Upon successful completion of the pre-sessional course, a second CAS will be issued for the main programme of study. Applicants holding an unconditional offer who choose to attend a pre-sessional course which is not a requirement of their offer will be issued a single CAS to cover both the pre-sessional and the main degree programme. The Home Office may offer concessions on issuing one CAS to cover the pre-sessional programme and the main degree programme, the University will assess any concessions available and make the decision as to if one CAS can be issued. The University's decision on this is final.

Receipt of an academic offer does not guarantee that a CAS will be assigned to the applicant. The applicant's Immigration history, previous UK study and status will need to be assessed in accordance with the Tier 4 requirements and Immigration Rules.

The University reserves the right to refuse a CAS even if the applicant meets all of the academic entry requirements.

The University reserves the right to refuse a CAS to a student who wishes to complete their programme if the immigration requirements of the Immigration Rules are not met.

It is the student's responsibility to familiarise themselves with the UK Immigration requirements, meet the requirements for issuance of a CAS and that they can make a successful Tier 4 visa application.

5.5 Visa and Enrolment Checks

All new international students are required to present at enrolment satisfactory evidence to demonstrate that they are permitted to be in the UK and to study. This will include their passport and Biometric Residence Permit or UK visa to be checked and scanned. Students are also required to provide the University with a UK address and telephone number. Students must do this by logging onto the RISIS online web portal

University staff will take reasonable steps to satisfy themselves of the authenticity of the documentation provided and will copy/scan the personal details page of the passport (if not already held) and the visa/immigration permission.

On occasion the University will need to ensure that an applicant's/student's application or immigration status is as stated. To do this the University will need to carry out an eligibility check with the Home Office. For this the applicant/student will need to give consent for the Home Office to disclose this information to the University. If consent is not permitted and the eligibility check cannot be done, the student will not be permitted to enrol or continue until satisfactory (as determined by the University) evidence has been provided and verified.

If assessments establish that the student is not the rightful holder of the documentation produced or is not entitled to study at the University of Reading, the individual will be referred to the Home Office Compliance Manager or International Student Advisory team immediately. The use of false or forged documents will be reported to the Home Office, the student's registration will be terminated and they will be required to leave the UK.

5.6 Arrival and Enrolment

The University is required to report to the Home Office any individuals who were issued with a CAS, but who fail to arrive by the latest date permitted by the University. Depending on the type of programme the CAS has been issued for, the latest date can be between 5 days and 1 month after the course start date. If the CAS has been used in a visa application and the student fails to arrive in time, the University will withdraw sponsorship for the student and any Tier 4 visa was issued it will no longer be valid for use. If the CAS has not been used and is still assigned, then the CAS will be withdrawn so that it is no longer valid for use in a visa application. In both instances the applicant/student will be informed that this has been done.

Students who enrol on a programme with a visa that expires before the end date on their programme, do so at their own risk.

6. Student Tracking and Monitoring

Monitoring Tier 4 student attendance is the responsibility of the Schools in conjunction with the central Compliance team.

6.1 Attendance and Academic Engagement monitoring

The University does not consider it appropriate to monitor the attendance of all students at every individual lecture and tutorial. Rather, it favours a broader approach whereby each school designates expected contact and engagement points over the academic year which are monitored. Moreover, it is recognised that levels of contact between students and the University can differ according to the level of study and programme for which students are registered.

The University monitors expected student attendance and engagement with the programme throughout the course of the student's registration. At the beginning of each academic year all students are required to complete initial enrolment for new students and online re-enrolment for returning students. This is the first contact point and confirms to the University that the student is studying for that academic year. Failure to enrol or re-enrol will result in a notification to the Home Office as it is a mandatory element that a student must meet. Other Engagement points include: classroom assessments; essays; submission of coursework; attendance at examinations; meetings with personal tutors; contact with research supervisors (for postgraduate research students).

The University operates a 3 term academic year. To ensure the monitored contact points are spread out over the academic year, the school and/or Support Centre will identify contact points in the autumn term, spring term and the summer term.

6.2 English Language and Foundation Programmes

English language and Foundation students are required to attend their programme on a daily basis where attendance is recorded. These registers are stored by the department.

Schools will notify the Compliance Officer of students whose engagement is of concern and who do not improve once internal escalation procedures are followed. Appropriate action will then be determined based on the circumstances.

6.3 Postgraduate Research students

Postgraduate research students do not have any predetermined vacation time. Postgraduate research students are entitled to 8 weeks (including bank holidays) annual vacation time, which has to be pre-authorised and recorded by the relevant Department/School. Postgraduate research students are expected to be actively participating in their programme on a full time basis for the remainder of the time.

Monitoring of postgraduate research students is conducted on a rolling basis, except during periods of authorised annual leave. When a student undertakes a period of research away (outside the UK) from the University, including those on split programmes, the student and department/school must notify this to the Doctorate Research Office before the student leaves the UK to enable the required report to be made to the Home Office.

Students are expected to have at least one contact point identified per month (except for when the student is on annual leave). Contact points will be identified by the schools and evidence of attendance retained. Contact points must be face to face contact, except where the student is on an official period of working away, when contact via skype and email are acceptable. The results of these contact points are entered on the RISIS system and must be done by the end of each quarter (End of the autumn term (Dec), end of the spring term (Mar/Apr), end of summer term (Jun/Jul) and then end of September).

Postgraduate research students who have completed their research and who are remaining in the UK whilst writing up are required to maintain regular contact and engage with their department/school monthly. This includes between submission and attendance of the viva. Contact monitoring must continue until the student has completed and submitted their final hardbound thesis and are at the point of award.

6.4 Work Placement Training Year students

Details of all work placements are held with Schools. The Schools are responsible for reporting Tier 4 students work placement dates and locations to the International Student Advisory team to enable a notification to be made to the Home Office.

Placement providers are required, by virtue of their contract with the University, to alert the University to any unauthorised absences by students. The placement provider will advise the

appropriate school administrator of any student failing to attend and/or engage with their placement and the administrator will refer this matter to the appropriate Programme Director to follow-up.

6.5 Student withdrawals, exclusions, deferrals, suspensions and complaints

All changes to a student's registration will be recorded on RISIS in a timely fashion to enable timely reporting to the Home Office.

Where a Tier 4 student has been required to withdraw from their studies but has submitted an appeal against this decision, the student will be reported to the Home Office as they are not actively studying at that time. The student will be advised to return home to await the outcome of the appeal.

Where a Tier 4 student has an outstanding complaint under the University student complaints procedure but is otherwise deemed by the University to be actively engaged in their studies, then Tier 4 sponsorship will continue as normal.

Where a Tier 4 student has an outstanding complaint under the University student complaints procedure but is not deemed by the University to be actively engaged in their studies then the University will be required to report to the Home Office that the student's visa sponsorship cannot be continued. The student will be advised to return to their home country in order to await the outcome of the complaint.

Tier 4 students who withdraw, suspend or change programmes are identified and referred to the International Student Advisory team. The International Student Advisory team then make a report to the Home Office when required. Students are notified of all withdrawal of visa sponsorship. Where a notification report is made to the Home Office which does not affect the validity of the visa, a student is not routinely informed.

The Doctoral Research Office monitor and process changes in status for postgraduate research students. The Doctoral Research Office makes reports direct to the Home Office on the SMS system.

6.6 Students required to undertake reassessment

Students are only permitted to attend the teaching aspect of their programme once, unless an application for extenuating circumstances is approved by Schools/Faculty.

6.6.1 Exam re-sits

Students required to re-sit an examination should re-sit within the designated re-examination period. The University will continue to sponsor the student (on their current visa) during this time, which is usually during the summer vacation period. If outside the vacation, the University will continue to sponsor the student (on their current visa) providing they sit the next available re-examination and this takes place within 60 days of the original results. If the re-examination takes place more than 60 days from the initial examination results and the student is not actively studying during this time, the University will report this to the Home Office. The student will then have to leave the UK and obtain a new visa before returning to take the re-sit.

New Tier 4 sponsorship (CAS) will not be issued for re-sit or re-submission purposes.

6.6.2 Repeating with attendance

In exceptional cases, a student may be authorised to repeat part of the programme with full attendance. They must enrol on the relevant modules and meet all relevant attendance and engagement requirements. Tier 4 students repeating with attendance will continue to be sponsored by the University.

7. Periods of Absence

The absences referred to in this section relate to authorised absences only.

7.1 Up To 60 days

For authorised absences of up to 60 days, the University will maintain Tier 4 sponsorship and the student will not be required to leave the UK during the period of absence. The student will be expected to return to their studies after this short absence and will remain in contact with their school and agree regular points of contact during this period of 60 days. If the student seeks to extend the period of absence beyond 60 days a report will be made to the Home Office and sponsorship will be withdrawn.

7.2 Over 60 days

Students taking an authorised leave of absence of over 60 days (regardless of the reason for the absence) will be advised to leave the UK and will be reported to the Home Office and sponsorship withdrawn. Such students would then be required to re-apply for a new Tier 4 visa, or appropriate visa category which allows the student to return to the University. If a student is unable to leave the UK during the period of absence, sponsorship will still be withdrawn and the student advised to seek advice from a qualified Immigration Solicitor.

8. Overstayers

Responsibility for a student's visa validity remains solely with the student. Enrolled students will receive automated reminders regarding their visa three months before the visa expiry date, 2 months before the visa expiry date and once the visa has expired. In these reminders, students are advised to refer to the International Student Advisory Team for guidance.

Once a visa/immigration permission has expired, if an 'in time' (application made before current visa expires) application has not been made then the student is then deemed to be an overstay. Once a student is an overstay they cannot continue to study in the UK and will be suspended from their studies. There is no grace period which allows students to make a further visa application in the UK once their visa has expired. A student may be permitted to make a visa extension in the UK up to 14 days after their leave has expired if there were reasons beyond the student's control which meant they could not submit an in time application. If a student is permitted by the Home Office to make an application within these circumstances the student is still considered to be an overstay until a positive decision is received from the Home Office on their application. The University will not routinely sponsor students to make a visa application in the UK when they have no valid immigration permission, in these circumstances the student must leave the UK to make their new application from overseas. For this reason, if a student becomes an overstay, the University will suspend the student's enrolment. CAS issuance to overstays will be considered case by case depending on the circumstances. Students may have to leave the country and suspend their studies until they obtain valid immigration permission to study and can resume their studies at a date agreed by the school/University.

9. Visa Support and Extensions

Any queries or information requests regarding visa extensions will be handled by staff in the International Student Advisory team as they have been trained to provide guidance regarding Tier 4 student Leave to Remain in the UK and extensions of that Leave to Remain. The guidance offered must be viewed as guidance and not as legal advice.

10. Communication

The University communicates with students primarily through the student's University email address. Tier 4 students will also be informed of compliance duties and responsibilities at various times and in various ways:

- Specific web-page for international students
- When a CAS is issued and notified via email to applicant's/students
- Information sessions during Welcome Week/Welcome and Induction programmes
- Visa workshops run by the International Student Advisory team through the year
- Termly publication of 'Visa News' by the International Advisory Manager

11. Recording and Reporting of Information

Information about individual students must be recorded on RISIS in a timely fashion by staff responsible for inputting the information. This information is used in the monitoring and reporting of Tier 4 students. An automation report through RISIS is run weekly where Tier 4 students who have had relevant changes to their record are reported to the Compliance Inbox (ukvimonitoring@reading.ac.uk). These are then manually checked and the relevant report made, when required, to the Home Office.

Reporting to the Home Office will be completed in line with deadlines set by the Home Office.

12. Withdrawal of Sponsorship

The University retains the right to withdraw visa sponsorship of a Tier 4 student in the circumstances listed below.

Circumstances when sponsorship will be withdrawn:

- Student's non enrolment on the programme by the published date.
- Student's failure to re-enrol when required.
- On occasions where it is found that the student has submitted non genuine documents, statements, representations to the University.
- Student withdraws from the programme.
- Student suspends from their programme for duration or more than 60 days.
- Student is excluded/registration is terminated by the University.
- Student successfully completes their programme earlier than stated on the CAS.
- Student fails to engage with and attend their programme to a point which means they can no longer continue with the same cohort or has 10 missed contacts.
- Student fails to pay tuition fees when due, or accrues financial debt which they fail to clear when required. (eg accommodation and re-assessment fees)
- Student moves to a different immigration category that does not require sponsorship.
- Applicant/student is asked to provide evidence to show they can make a successful Tier 4 visa application and have either refused or are unable to do so.

Other circumstances may lead to withdrawal of sponsorship and will be considered on their own merit in accordance to the risk the student has or does pose to the University's Sponsor Licence or Sponsor Status.

If the student is permitted to return academically after a period when sponsorship has previously been withdrawn, the University reserves the right to refuse to issue a further CAS if the student has previously failed to adhere to Tier 4 compliance regulations or has previously shown to pose a risk to the University's Sponsor Licence or Sponsor Status.

13. Managerial Oversight and Review

The Chief Strategy Officer and University Secretary, as the Tier 4 Licence Authorising Officer for the University and a member of the University's Executive Board, meets with key staff (Home Office Compliance Manager, Director of Student Support Services and Operations, Student and Academic Services Manager and Director of Centre for Quality Support & Development) as required to review the University's working practices and to ensure compliance with its obligations under its Tier 4 licence and Sponsor status. The group reports bi-annually to the Executive Board.

The Home Office Compliance Manager sits on the International Operations Group which meets termly and provides compliance status update to the group.

The Home Office Compliance Manager convenes a monthly meeting of operational teams including International Student Advisory, Admissions and Doctoral Research Office representatives who oversee activities and monitoring relating to Tier 4 students.

Overall oversight of all the University's Home Office Sponsor Licences (Tier 2, 4 and 5) and Compliance with licence requirements rests with the licence's Authorising Officers. Tier 2 and 5 licence Authorising Officer is the Director of Human Resources, John Brady. Tier 4 Licence Authorising Officer is the Chief Strategy Officer and University Secretary, Richard Messer. Authorising Officers report compliance status and assurance to the University Executive Board.

Author: K Robertson, Head of International Student Advisory team and Home Office Compliance

Approved by the University Executive Board 15/06/2015

Policy to be reviewed annually or when required in response to new guidance issued by the Home Office.

Version control

Version	Keeper	Reviewed	Approved by	Approval date
1.0	ISET	Annually	K Robertson	01/08/16
1.1	International Student Advisory Team	Reviewed in line with UKVI policy updates.	K Robertson	24/11/16