

WORK PLACEMENTS

Agreement for Tier 4 Students

This document sets out what we expect from students who hold a Tier 4 student visa when they are planning for their placement year and whilst undertaking their work placement. This document also confirms what the University as the Tier 4 Sponsor will provide to the student and requirements set by the Home Office if the student fails to cooperate with the University carry out their duties as a Tier 4 Sponsor.

RESPONSIBILITIES OF TIER 4 VISA HOLDERS:

- **Ensure that their visa is valid to undertake a work placement and that there is sufficient validity to complete the work placement, including the remainder of their course. Any doubts contact the International Student Advisory team (immigration@reading.ac.uk)**
- **Engage with the Placement Officer fully and respond in a timely way to all communications.**
- **Keep Placement Coordinator / tutor informed of any placement offer/acceptances.**
- **Ensure all placement paperwork is completed in a timely fashion and submitted to placement officers in advance of commencing any placement. Only placements authorised by the University are permitted on a Tier 4 student visa. If paperwork is not submitted, then the work placement is not authorised.**
- **Students must not commence a work placement before having a placement agreement or a risk assessment in place.**
- **If a placement is not obtained or the student has not submitted paperwork required to undertake a work placement by one week prior to the start of the new academic year, then the student will be reverted to the non placement course option and will be expected to return to complete the final year of their programme at the start of the academic year.**
- **When a student is out on their placement year, they must maintain contact with the University and respond to all correspondence sent to their University email.**
- **The University is required to maintain contact and monitor Tier 4 students during their work placements. This will be at a minimum of one contact a month from a placement officer or designated colleague. Students must fully engage with this process.**
- **Notify their placement coordinator if there are any changes to their work placement during the placement year.**
- **Notify your placement provider if you cannot make it to work on a specific day and the reason for this. Failure to notify your provider will be marked as an unauthorised absence.**
- **Notify your placement coordinator of any absences from your work placement that exceed 1 week and that are for the purpose of something other than annual leave.**

SPONSORSHIP DUTIES FOR TIER 4 SPONSORS

- Placement co-coordinator to, on receipt of required paperwork/information ensure the International Student Advisory team is notified of the placement details and dates.
- The University is required to report the initial location of, and any subsequent changes to, the work placement addresses of any students sponsored under Tier 4 within 10 days of becoming aware of the change. On receipt of information from the student, the placement coordinator must complete the work notification form and email this to immigration@reading.ac.uk
- Update the Home Office with details of work placements being undertaken by Tier 4 visa holders. (To cover students working full time in term time)
- Provide placement providers and students (upon student request) with a letter confirming work placement year and work rights during their work placement year. (Immigration team)
- If student fails to maintain contact during the work placement and multiple attempts to contact the student via contact details provided by the student, the University will withdraw sponsorship for the Tier 4 student visa and will result in cancellation of the visa. The student will be notified in writing to their University email account and any personal email provided on their student record of this.

Student to sign to confirm they have read this agreement and agree to provide all paperwork to the University when required, within set deadlines and will cooperate fully with the University to ensure the University can carry out their duties prescribed by the Home Office as a Tier 4 Sponsor.

Signed: _____

Print: _____

Student ID: _____

Date: _____

Placement Coordinator / tutor:

Signed: _____

Print: _____

Date: _____