

POLICY ON UNIVERSITY'S REPORTING & RECORD KEEPING RESPONSIBILITIES TO UK VISAS AND IMMIGRATION

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1. POLICY

1.1 The University is a Tier 4 Sponsor for international students coming to the UK to study under the Points Based Immigration System. Glyndŵr University is committed to being a responsible Tier 4 sponsor and to support immigration control.

2. PURPOSE OF THE POLICY

2.1 As a licensed sponsor of international students, the University has a duty to act in accordance with the Immigration Rules, Tier 4 Sponsor Guidance and other advice received from UK Visas and Immigration (UKVI). This policy outlines the University's reporting & record keeping duties relating to Tier 4 sponsored students.

3. KEY RESPONSIBILITIES

3.1 Responsibility for the implementation of this policy lies with the Academic Registrar who is the Home Office Authorising Officer, with support from the Immigration Compliance Team, Student and Programmes Centre, Student Data Services, Admissions and Schools.

3.2 The reporting of Tier 4 students or those sponsored under the Doctorate Extension Scheme will be completed by the Immigration Compliance Team using the Sponsorship Management System. When making a report, the University is required to provide the student's last known address, telephone number and email address.

3.3 The University has a duty to inform UKVI if information reported is incorrect and why it is incorrect.

3.4 Students are expected to assist the University in discharging its Tier 4 compliance responsibilities by cooperating with all reasonable requests for information and / or documentation.

4. REPORTING DUTIES

The University's reporting duties include:

4.1 Pre-enrolment

- if a student withdraws from their course before they travel to the UK. Report to be submitted within 10 working days of the University being made aware of the change.
- if a student's start date is delayed before they enter the UK but after they have been granted entry clearance. The University must confirm that the student can still complete the course within the dates given on their visa. If this is not possible the University must either assign a new CAS or advise the student to apply to vary their leave to include a later end date.
- if a student does not enrol on his/her course within the enrolment period. Report to be submitted within 10 working days of the enrolment period ending and must include any reason given for non-enrolment (for example, a missed flight / visa refusal);

4.2 Post-Enrolment

- if the University becomes aware that any of its sponsored students have been granted leave with the incorrect conditions of stay. Report to be submitted within 10 working days of the University being aware of the issue.
- if a student misses 10 consecutive expected contacts and/or a specified attendance monitoring checkpoint without the University's reasonably granted permission. Report to be submitted within 10 working days of the tenth missed contact or the 10 working days of the end of the checkpoint period.
- if a student defers or suspends their studies (voluntary or otherwise) after arriving in the UK. Report to be submitted within 10 working days of the University approving the deferral or suspension. Students should refer to the *Policy on the Suspension of Studies* which outlines the maximum period of authorised leave permitted. If a student suspends their studies, sponsorship will be withdrawn and their permission to stay in UK will cease so students must make plans to leave the UK. A CAS request will be considered when the student is ready to resume their studies.
- if the student withdraws from their course or the University decides to withdraw a student. Report to be submitted within 10 working days of the University being made aware of the change.
- if the University stops sponsoring a student for any reason, report to be submitted within 10 working days. Reasons for this type of report may include:
 - student moves into a different immigration category with a different sponsor
 - student moves into an immigration category that does not require a sponsor
 - student completes the course sooner than expected
- if there is a significant change in a student's circumstances, report to be submitted within 10 working days. Reasons for this type of report may include:
 - change of study location
 - change of course
 - if there is any information which suggests a student is breaching the conditions of his or her visa, such as working in breach.
- if the University suspects that a student is not a genuine student. The report must be provided as soon as possible to <https://www.gov.uk/report-immigration-crime>

4.3 Doctorate Extension Scheme

- if sponsored under the Doctorate Extension Scheme must report:
 - if the student does not successfully complete their PhD or are awarded a lower qualification and the date of completion (if relevant);
 - if the student successfully completes their PhD and the date of completion;
 - if the student misses a scheduled contact without reasonable explanation and the University is subsequently unable to make contact with them;
 - if the student informs the University they are permanently leaving the UK;
 - if the University has reason to believe that a student is breaching conditions of their leave;
 - if for any reason the University chooses to stop sponsoring a Doctorate Extension Scheme student after the completion of their course

5. REPORTING RECRUITMENT AGENTS, SITES, EXCEPTIONAL ARRANGEMENTS & TEACHING PARTNERSHIPS

5.1 The University will advise UKVI of any third party, such as an agent, in the UK or overseas that is involved in the recruitment of international students.

5.2 The University has a duty to ensure that all sites, exceptional arrangements and teaching partnerships are recorded as per the sponsor guidance and to notify UKVI of any relevant changes that affect the Tier 4 licence as outlined in the Sponsor Guidance.

6. RECORD KEEPING DUTIES

6.1 The University's record keeping duties, as per Appendix D of the Sponsor Guidance, include:

- Current passport showing all personal identity details including biometric details, leave stamps, or immigration status document including the period of leave to remain in the UK. This must show the student's entitlement to study in the UK. In the absence of an entry stamp, other evidence such as the travel ticket to the UK or boarding card should be kept.
- Copy of biometric residence permit.
- Record of the student's attendance / absence.
- Contact details (UK address, telephone number, email) and historical record.
- Academic Technology Approval Scheme (ATAS) clearance certificate, if applicable
- Copies or originals of any evidence assessed as part of making an offer to a student such as references or certificates.

6.2 The University also has a duty to retain records about any appeal a student makes against a decision to refuse leave. Where an appeal is successful and leave is granted, the University must inform UKVI if the start date is delayed and provide a new enrolment date.

7. FAILURE TO ADHERE TO SPONSOR DUTIES

7.1 UKVI has a duty to ensure that all sponsors discharge their responsibilities and will take compliance action when it considers a sponsor has failed to do so or poses a risk to immigration control. Non-compliance could result in the University's licence being revoked. Loss of the licence would result in the University being unable to recruit international students and also the loss of the Tier 2 licence which enables the institution to sponsor international staff.

7.2 UKVI Officers carry out checks to ensure Tier 4 sponsors are undertaking their monitoring and reporting duties effectively. The UKVI has rights of access and visiting, unannounced or pre-arranged, to the premises of any sponsor. The UKVI may also wish to speak to sponsored students during or prior to an audit visit. The University will advise students of any meeting request where possible.