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**[Title] Policy**

**Faculty Administrator Immigration Procedures (taught programmes)**

1. **SCOPE AND PURPOSE** 
   1. These procedures are for Faculty Administrative staff that deal with all international students studying at BU. The HOME OFFICE (HO) has a Tier system for their visas and the student route is called Tier 4 (G) student visa. These procedures are to ensure that the HO regulations for Tier 4 sponsors are adhered to whilst a student is on an official placement as part of their course, and should be used in conjunction with the [PBS immigration procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/student/).
   2. If you would like this document in a different format, please email [migrantreporting@bournemouth.ac.uk](mailto:migrantreporting@bournemouth.ac.uk) (MR@)
2. **KEY RESPONSIBILITIES**
   1. Responsibility for the management and implementation of these policies and procedures lies with the Head of Student Services, who is also the HO Authorising Officer, with the day to day assistance of the Immigration Compliance Officer.
   2. All staff that deal with Tier 4 (G) students are responsible for ensuring this policy is followed in line with the procedures outlined in 3.
3. **LINKS TO OTHER BU DOCUMENTS**

[PBS immigration procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/student/)

[Attendance and Withdrawals procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/academicregulationspoliciesprocedures/)

[Admissions procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/academicregulationspoliciesprocedures/)

[University Rules and Regulations](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/academicregulationspoliciesprocedures/)

1. **How to identify if your student is a Tier 4 (General) student**

4.1 The myHub record will note Tier 4: Yes on the main information screen

1. **Process at enrolment**

5.1 IAT/ISST will check qualifications and immigration status at enrolment and tick off the ID, immigration and qualification tabs on the myHub enrolment checklist when required documents have been shown and verified

5.2 Faculties can only enrol Tier 4 students if these have been ticked

5.3 Tier 4 students must not be granted temporary enrolment. If they are not able to fully enrol by the enrolment deadline, in line with the [BU Enrolment procedure](https://intranetsp.bournemouth.ac.uk/pandptest/3n-enrolment-procedure.pdf), they must be directed to askBU for urgent immigration advice, as this will affect their visa conditions.

1. **Record keeping while the student is enrolled**
   1. **What must be kept on file/accessible (hard copy/online/electronic)**

* Fully complete Application checklist
* Fully complete Enrolment checklist
* If applicable signed withdrawal form
* Application documents form, references, qualifications etc
* Any assessment results
* Transcripts

1. **What must be printed and placed in the paper file for any students chosen for audit by the UKVI (if not available in any of the locations noted above)**

* Timetables, assessment and exam schedules bespoke for relevant student
* Copies of any Attendance and Withdrawals letters
* Evidence of assignment submission (if not passed through Assessment Board and on SITS)
* Extension requests and outcomes (or accessible on shared file)
* Relevant emails to student’s studies/progress (or accessible on shared file)

1. **Monitoring Academic Engagement**

8.1 The HO requires us to monitor that our students are engaging with their studies, and that this results in them academically progressing with their course. For this reason, each Faculty identified the  [academic engagements](file://lytchett/IntraStore/SAS/Collaborative/Student%20Services/UKBA/Engagement%20Monitoring%20Points) required from a student to be able to progress. For most courses, this is submission of assignments, sitting exams, compulsory seminars and dissertation submission. For those courses where specific lab time is required, these were also identified. There are no more than 60 days between each engagement.

8.2 For assignments and dissertations, submission spread sheets are created for each unit.

For examinations, there are attendance sheets, but there are differences in the time taken for these to be given to the PSOs. A [sharepoint page](https://sasportal.bournemouth.ac.uk/ukba/default.aspx) has been created to record these non-engagements there is a spread sheet for each school to record non-engagements.

8.3 If a student misses 2 academic engagements, the [A&W procedure](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/academicregulationspoliciesprocedures/) should be instigated and letter number SL1 issued. All A&W letters must be kept on the student’s file. In line with the procedure subsequent letters should then be issued if the student does not make meaningful contact

8.4 If a student is on a one year course, then any 2 missed engagements over the whole course will trigger the A&W procedure

8.5 If a student is on a course longer than one year, then any 2 missed engagements over each academic year will trigger the A&W procedure. However, if in subsequent academic years, the student misses a further 2 academic engagements, the second SLA&W should be issued, with non-meaningful engagement resulting in the third and final A&W letter being issued.

8.6 If SL1 and/or SL2 is issued and the student makes meaningful contact and resumes engagement, but then misses another required engagement, an interim letter must be issued, with the next step resulting in the final letter and withdrawal

1. **What needs to be reported to MR@**

The following changes to the student record in SITS will result in an automated email to MR@. As the changes below must be reported to the HO within 10 working days, it is essential that SITS is updated as soon as the change takes place

Failure to do so will result in BU not being compliant with the conditions of our Tier 4 sponsor licence..

9.1 No-show - If a Tier 4 student does not arrive to enrol by the enrolment deadline

9.2 Visa refusal - If a student informs you that their visa application has been refused, you need to direct them to askBU for urgent immigration advice

9.3 Course change - If a student changes course after enrolment, even within the same Faculty this must be reflected on SITS

9.4 BU Official work placement - If a student is on a course that has an official work placement, the Placement Co-ordinator will report the placement details to MR@ when authorised on MyCareerHub. Any changes to the employer or employment dates must also be reported to MR@.

Refer to the [Placement Immigration Procedures](https://staffintranet.bournemouth.ac.uk/aboutbu/policiesprocedures/student/) for full procedures

9.5 Suspension or deferral of studies - If a student is authorised to suspend or defer their studies for any period of time this should be reflected on SITS with period of suspension noted . This will be assessed and if required, reported to the HO.

9.6 Academic extension - Where an extension changes the end date of the course in any way, the new course end date must be reflected on SITS

9.7 Academic failure - If a student fails one or more units, this must be reflected in SITS in the assessment board tab, for ISST to assess if there is a period of more than 60 calendar days non-engagement .

9.8 Early completion - If a student completes their course more than a month earlier than the end date noted on SITS, the new end date must be updated on SITS following the final assessment board

9.9 Withdrawal - If a student decides to withdraw from the course, or is withdrawn by BU for any reason and the withdrawal must be updated on SITS from the date the student confirmed their withdrawal and reported to MR@. The end date should not be back-dated to when the discussions began, or the end of the previous academic year.

1. **Tier 4 student contact details**

It is a legal requirement to have a current local address and contact phone number for all our Tier 4 students. If you send a letter to a student that is not delivered, or try to call a student and the number is not correct, you need to make efforts to get updated information from them. If the HO audit, they will expect us to be able to make contact with any students they request.

1. **References and further information**
   1. HOME OFFICE Tier 4 (G) Student Guidance: <https://www.gov.uk/tier-4-general-visa>
   2. HOME OFFICE Tier 4 (G) Sponsor Guidance: <https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

**Glossary of terms**

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| CAS | Confirmation of Acceptance for Studies |
| ASSIGNED CAS | CAS created by BU but not used by the student to make visa application |
| USED CAS | CAS created by BU, and used by the student to make visa application |
| WITHDRAWN CAS | BU withdraws CAS if we no longer plan to academically sponsor a student/applicant |
| U/F | Unconditional / Firm status on SITS |
| HO | Home Office |
| SMS | Sponsor Management System |
| Refusal Notice | Document issued by the HO to confirm details of a refusal to grant a visa |
| BRP | Biometric Residence Permit – visa granted/issued from within the UK |
| EC | Entry Clearance- visa granted from outside the UK |
| ISST | International Student Support Team |
| Representatives | Agents |