



University of  
**Salford**  
MANCHESTER

# **Guide to Responsibilities - Tier 4 Sponsored Students**

**Version Number 2.0**

**Effective from 01 September 2017**

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**Document Control Information****Revision History incl. Authorisation:** (most recent first)

<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised &amp; Date</b>
Dr Richard Melia	<i>Confirmation of responsibilities for Tier 4 students at the University of Salford</i>	V2.0	

**Policy Management and Responsibilities:**

Owner: Head of Home Office Compliance	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate the responsibilities pertaining to Tier 4 students and has delegated day to day management and communication of these responsibilities to the Home Office Compliance Team.
Others with responsibilities (please specify): Home Office Compliance Team; Research & Enterprise	All Tier 4 students will be responsible for engaging with and adhering to this guide of responsibilities.

**Author to complete formal assessment with the following advisory teams:**

Equality Analysis (E&D, HR) <a href="#">Equality Assessment form</a>	1. <i>This is mandatory. Specify date completed and brief outcome. Email the completed EA to <a href="mailto:Equality@salford.ac.uk">Equality@salford.ac.uk</a></i>
Legal implications (LPG)	2. <i>N/A</i>
Information Governance (LPG)	3. <i>N/A</i>
Student facing procedures (QEO)	4. <i>N/A</i>
UKVI Compliance (Student Admin)	5. <i>July 2017</i>

**Consultation:**

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Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. N/A
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**Review:**

<b>Review due:</b>	01 July 2018
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<b>Document location:</b>	University Policy & Procedure Pages
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[University of Salford Policy pages http://www.salford.ac.uk/policies](http://www.salford.ac.uk/policies)

**The owner and author are responsible for publicising this policy document.**

## Overview

The University of Salford is a Tier 4 Sponsor of non-EEA international students. As a Tier 4 Sponsor the University of Salford is required to comply with the Immigration Rules, Tier 4 policy guidance and sponsor guidance as well as any other guidance it receives from the Home Office. If you are sponsored by the University of Salford under Tier 4 (including under the Doctoral Extension Scheme) you are expected to comply with your visa conditions as well as all applicable conditions associated with Tier 4 sponsorship which are described further below.

## Tier 4 Student Responsibilities

**1.1.** As a student sponsored by the University of Salford under a Tier 4 (General) visa your responsibilities include, but are not restricted to, the following:

- Register on your programme by the required programme start date
- Provide the University with your passport and visa at registration and inform the University of any changes to these documents
- Respond to all requests by the University to present in person, your passport, visa and other documentation for scanning
- Provide the University with your contact details including your UK address, email address and telephone number and keep these contact details up to date
- Attend a credibility interview with UK Visas & Immigration (UKVI) if you are required to do so
- Notify UKVI of any changes to your personal circumstances
- Engage fully with your studies at the University and attend all seminars, tutorials, supervision meetings, laboratory and other practical classes and lectures as may individually be required of you (see Section 3 below)
- Ensure that you submit the prescribed written evidence of your attendance at seminars, tutorials, supervision meetings, laboratory and other practical classes and lectures via Salford Advantage as required under the University's **Attendance Monitoring Policy** (Further information on what you need to do is available at [www.salford.ac.uk/askus/immigration-visas/attendancemonitoring](http://www.salford.ac.uk/askus/immigration-visas/attendancemonitoring))
- Notify your School if you are ill or unable to attend your studies and provide a doctor's letter to confirm your illness for any periods of absence which occur and will prevent you from fully engaging with your programme (see Section 3 below)

- Inform the University if you change immigration categories and no longer require a Tier 4 visa
- Not to undertake any studies which are supplementary to your programme except as permitted under your Tier 4 visa
- Notify the Home Office Compliance Team if you decide to withdraw from your programme or interrupt your studies
- Apply for and provide the University with a new Academic Technology Approval Scheme (ATAS) certificate (if required) if your programme details change (including where the end date of your programme is extended by three months or more)
- Work only to the extent permitted under your visa (e.g. the maximum number of hours allowed during term time)
- Make certain that you are not self-employed nor engage in business activity whilst on a Tier 4 visa
- Leave the UK when your visa expires unless the UKVI has extended your visa or, before expiry of your Tier 4 visa, you have applied for a further visa
- Provide the University with a refusal notice and, where possible, copies of any credibility interview notes if your visa is refused. You should also provide the University with a copy of all documentation used when making an appeal or administrative review against a refusal
- Co-operate and act honestly in all dealings with the University, as well as acting in a way that supports the University in carrying out its sponsor duties
- Ensure your tuition fees are paid promptly in order to complete registration
- If applicable, pay the immigration health surcharge (IHS) at the time of your visa application

## **2. University of Salford Tier 4 Sponsorship Duties**

### **2.1. The University of Salford must retain copies of:**

- Your current passport showing your personal identity details (including your biometric details)
- Your current Tier 4 visa which shows you can study at the University of Salford. This could be a biometric residence permit (BRP), entry clearance vignette or any other kind of immigration status document that shows you have leave to remain in the UK and how long this lasts
- All qualifications and evidence used to obtain entry on to your programme
- ATAS clearance certificate (for students who require this for their programme)

**2.2.** The University of Salford is required to keep a record and history of your contact details which includes your UK residential address, telephone number and email address.

**2.3.** The University of Salford is required to monitor the attendance and engagement of its Tier 4 students. It is very important to engage with your programme and attend all classes and timetabled events (see Section 3 below).

**2.4.** The University of Salford is required to make reports to UKVI in certain situations. This includes when you:

- Do not register on your programme or arrive later than the programme start date
- Withdraw from the University for any reason
- Temporarily interrupt your studies for more than 60 days
- Defer your studies to a future academic year
- Change your programme or reduce the length of your programme
- Move into a different immigration category and/ or no longer require a Tier 4 visa
- Breach any of your visa conditions, including doing any work whilst you are studying which is not permitted under your visa or not satisfying the minimum attendance requirements under your visa for any reason, whether through illness, injury or otherwise
- Have not complied with the University's attendance policy for Tier 4 students

### **3. Engagement with Study**

**3.1.** It is a requirement that you fully engage with your programme whilst at the University of Salford. You are expected to attend all lectures, seminars, tutorials, supervision meetings, laboratory and other practical classes and lectures as may be individually required of your programme.

**3.2.** As a Tier 4 Sponsor the University of Salford is required to monitor the attendance and engagement of the students it sponsors for immigration purposes in line with the University's [Attendance Monitoring Policy](#). The University will take action and withdraw sponsorship if it believes you are not engaging with your study and you cannot provide acceptable evidence of the reasons for not attending.

### **4. Withdrawal of Tier 4 Sponsorship**

The University of Salford sponsors you in accordance with its **Confirmation of Acceptance for Studies (CAS) issuance and Academic Technology Approval Scheme (ATAS) Policy** and its **Attendance Monitoring Policy** and reserves the right to

refuse to issue a CAS or withdraw sponsorship at its discretion where it considers that there are grounds to do so. Withdrawal of your sponsorship will result in your removal from the programme and cancellation of your registration as a student with the University.

## **5. Disclaimer**

Please note that the responsibilities outlined above are not comprehensive and do not represent a full statement of immigration or visa requirements. It is your responsibility to be aware of your own visa conditions and to keep up-to-date with any changes to immigration rules during your stay in the UK in order to protect your immigration status, however the Home Office Compliance Team will always update you of changes to the Tier 4 regulations following amendments to the Immigration Rules. The University of Salford is entitled to revise its terms and conditions, as well as policies and procedures relating to compliance with its Home Office sponsor duties at any time, but will notify you if this happens and any changes that affect you.

## **Related Documentation**

Confirmation of Acceptance for Studies (CAS) issuance and Academic Technology

Approval Scheme (ATAS) Policy

Attendance Monitoring Policy