



University of
Salford
MANCHESTER

Confirmation of Acceptance for Studies (CAS) issuance and Academic Technology Assurance Scheme (ATAS) Policy

Version Number 2.0

Effective from 04 January 2019

**Author: Assistant Head of Admissions (International) and Head of Home
Office Compliance**

Admissions Team and Home Office Compliance Team

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
Richard Melia	<i>Updated ATAS requirements from JACS codes to CAH3 codes</i>	V2.0	Home Office Compliance Assurance Group.
Michelle Wilson and Richard Melia	<i>Policy on CAS issuance and ATAS clearance documented for Home Office Compliance Assurance Group</i>	V1.0	Home Office Compliance Assurance Group 19/01/2017; ASQAC 29/03/2017.
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Assistant Head of Admissions (International) and Head of Home Office Compliance, who have the authority to issue and communicate policy on Confirmation of Acceptance for Studies (CAS) issuance and the management of the Academic Technology Assurance Scheme (ATAS) and have delegated day to day management and communication of the policy to the (International) Admissions team and the Home Office Compliance Team.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy: Authorising Officer (Chief of Operations) Key Contact (Senior Information Officer, Home Office Compliance Team) Marketing and Student Recruitment Student Administration Home Office Compliance Assurance Group		
Author to complete formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form	1. <i>This is mandatory. 24 February 2017 – no amends made.. Email the completed EA to Equality@salford.ac.uk</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>07 February 2017 - reviewed by Head of Home Office Compliance</i>		

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

Purpose

This document sets out the University's policy regarding the sponsorship of overseas applicants and students requiring a Tier 4 visa. This policy is specific to the University of Salford and does not represent a full statement of immigration or Tier 4 sponsor requirements. This policy is subject to change and the University is entitled to revise its policies or procedures relating to compliance with its Tier 4 sponsor duties at any time to reflect Government requirements. The Immigration Rules and Tier 4 guidance will at all times supersede and override the content of this policy. The University is under no legal obligation to sponsor any individual and exercises caution with respect to issuing a Confirmation of Acceptance for Studies (CAS) to not risk its status as a Tier 4 sponsor.

Scope

This document relates to all international applicants/ students who apply/ study with the University of Salford. Those applicants/ students issued with a CAS are expected to study at the University of Salford as a Tier 4 student under the University's Tier 4 sponsor licence. Any international applicant/ student studying a course requiring Academic Technology Assurance Scheme (ATAS) clearance will have time-limited leave to remain in the UK, although this may not specifically be Tier 4 leave.

1. Key Responsibilities

Responsibility for the management and implementation of this policy and any accompanying procedures lies with the Home Office Authorising Officer, with assistance of the Home Office Compliance Team and Admission Compliance Team. All staff working with applicants and students covered by the points based immigration system must ensure the policy is adhered to accordingly.

2. Tier 4 Sponsorship and CAS Assignment

- 2.1.** The Admissions team is responsible for assigning CASs to applicants starting a new course at the University as well as existing students switching into Tier 4 during their studies. CASs issued to existing Tier 4 students who wish to further extend their leave in order to complete a course will be issued by the Home Office Compliance Team.

- 2.2.** The University will only assign a CAS to an applicant if they have met all the conditions of their offer, entry requirements of the University as well as the conditions of this policy.
- 2.3.** CASs will be assigned no more than three months prior to course start date for any applicant starting studies at the University. For example, CASs will be assigned no earlier than June for any courses beginning in September.
- 2.4.** The University will make appropriate checks to ensure any applicant or student already in the UK has valid permission to be in the country prior to issuing a CAS. This may include an Immigration History Check conducted through the University's Premium Account Manager. If it is found an applicant or student does not have valid leave to be in the UK then the University will not issue a CAS. The University may request evidence from individuals to ensure they are no longer in the UK.
- 2.5.** The University may make any additional checks it deems necessary to ensure it only sponsors genuine applicants or students who will successfully obtain a visa. These checks may include but are not limited to conducting an immigration history check via the Home Office, reviewing bank statements and financial documents or requesting previous CAS's from former institutions.
- 2.6.** The University will not sponsor applicants or students in the following situations:
- The course the applicant or student intends to study will not comply with Tier 4 requirements.
 - There is any reason to believe an applicant or student will not comply with the conditions of their Tier 4 leave (e.g. intention to work or past history of working more than 20 hours per week) or if a student is in breach of their visa conditions.
 - An applicant or student has submitted documents which are proven or suspected to be fraudulent.
 - An applicant or student has outstanding tuition and accommodation fee debts with the University and the University has concerns about the student's ability to pay tuition and accommodation fees
 - The duration of an applicant's or student's course will result in the applicant or student exceeding the maximum allowable time studying as a Tier 4 student. Likewise, the University will not sponsor any student wishing to extend their course if the extension would result in the student exceeding the maximum length of study.

- The University believes sponsoring an applicant or student will put its sponsor licence at risk or has concerns about the applicant's or student's intention to study and genuineness.
- An applicant will not arrive in time for their course's latest start date.
- The course does not represent academic progression in accordance with the Tier 4 Sponsor Guidance and Immigration Rules and section of this policy.

2.7. The University will only sponsor an applicant or student where it believes the visa application will be successful and will not fall for refusal and reserves the right to not sponsor any applicant or student if there are reasonable grounds for suspecting otherwise, including:

- A history of visa refusals
- Insufficient maintenance funds
- Criminal convictions or involvement with terrorist activity
- Any behaviour or evidence which would lead the University to believe the student is not genuine or does not truly intend to study
- Any evidence to suggest a student has broken immigration laws
- The student has overstayed by more than 28 days
- The student is in the UK and does not hold valid immigration permission to be in the country
- The student's course does not represent academic progression
- Poor English language ability
- Outstanding debts to the NHS
- The student has provided false information to the University, presented fraudulent documentation or omitted relevant information from their application.

2.8. The University will not normally sponsor an applicant or student who has overstayed by less than 28 days unless there are exceptional circumstances preventing the applicant or student from making an in-time application. The University applies a high threshold for what constitutes 'exceptional circumstances' including:

- Serious illness which prevents the applicant or student or their representative from making an in-time application (supported by appropriate medical documentation)

- Travel or postal delays beyond the applicant's or student's control (e.g. unforeseen postal strike or travel delays due to natural disaster or war)
- Inability to provide necessary documents due to unavoidable circumstances such as the Home Office being at fault of losing or delaying the return of documents

3. Academic Technology Approval Scheme (ATAS)

- 3.1. International students with time-limited leave to remain – whether that student is Tier 4 or not (and also students who may be classed other than 'full-time overseas' for fee-paying purposes) – applying to study certain subjects, knowledge of which could be used in programmes to develop weapons of mass destruction (WMDs) or their means of delivery, will need to request and be approved for an ATAS certificate before they can study in the UK. This certification is obtained from the Foreign and Commonwealth Office (FCO).
- 3.2. For taught courses at undergraduate level (where the undergraduate degree leads to a postgraduate qualification), an integrated master's undergraduate degree and a postgraduate taught level degree, the following Common Aggregation Hierarchy (CAH3) codes (from the Higher Education Classification of Subjects (HECoS) coding system) require ATAS clearance:

CAH07-01-01 Physics

CAH07-03-03 Materials Science

CAH10-01-02 Mechanical Engineering

CAH10-01-04 Aeronautical and Aerospace Engineering

CAH10-01-09 Chemical, Process and Energy Engineering

CAH10-02-01 Minerals Technology

CAH10-02-02 Materials Technology

Please note that any undergraduate course that leads to an undergraduate qualification does not require ATAS.

- 3.3. For Master's of Research; PhD/ doctoral level qualifications and visiting researchers, there is a longer list of CAH3 codes requiring ATAS clearance. These are:

CAH02-02-01 Pharmacology

CAH02-02-02 Toxicology

CAH02-02-03 Pharmacy

CAH02-03-10 Biomedical Sciences (non-specific)

CAH02-03-12 Others in subjects allied to Medicine

CAH03-01-01 Biosciences (non-specific)

CAH03-01-02 Biology (non-specific)

CAH03-01-03 Ecology and Environmental Biology

CAH03-01-04 Microbiology and Cell Science

CAH03-01-05 Plant Sciences

CAH03-01-06 Zoology

CAH03-01-07 Genetics

CAH03-01-08 Molecular Biology, Biophysics and Biochemistry

CAH03-01-10 Others in Biosciences

CAH05-01-02 Others in Veterinary Sciences

CAH06-01-02 Agricultural Sciences

CAH07-01-01 Physics

CAH07-01-02 Astronomy

CAH07-02-01 Chemistry

CAH07-03-01 Physical Sciences (non-specific)

CAH07-03-03 Materials Science

CAH08-01-01 Sciences (non-specific)

CAH08-01-02 Natural Sciences (non-specific)

CAH09-01-01 Mathematics

CAH09-01-02 Operational Research

CAH10-01-01 Engineering (non-specific)

CAH10-01-02 Mechanical Engineering

CAH10-01-04 Aeronautical and Aerospace Engineering

CAH10-01-05 Naval Architecture

CAH10-01-06 Bioengineering, Medical and Biomedical Engineering

CAH10-01-07 Civil Engineering

CAH10-01-08 Electrical and Electronic Engineering

CAH10-01-09 Chemical, Process and Energy Engineering

CAH10-02-01 Minerals Technology

CAH10-02-02 Materials Technology

CAH10-02-03 Polymers and Textiles

CAH10-02-04 Maritime Technology

CAH10-02-05 Biotechnology

CAH11-01-01 Computer Science

CAH11-01-02 Information Technology

CAH11-01-03 Information Systems

CAH11-01-04 Software Engineering

CAH11-01-05 Artificial Intelligence

CAH12-01-05 Others in Geographical Studies

- 3.4.** Tier 4 sponsors have a duty to ensure that any student, including non-Tier 4 students, obtain an ATAS clearance certificate before commencing study if they need one. Failure to do this could result in compliance action being taken against the University of Salford by UKVI.
- 3.5.** An ATAS clearance certificate is issued for a specific course with a named provider and remains valid as long as the provider and/ or course details, including the length of the course, do not change. The student must apply for a new ATAS clearance certificate in any of the following circumstances:
- the course (or research) completion date is postponed for a period of more than three calendar months; there are any changes to the course content (or research proposal). If the student is studying a PhD course, changes include those other than minor changes to the areas of research or to the use of any new research technique;
 - the student applies for an extension of leave in order to continue on their course;
 - the student wishes to start a new course that requires ATAS clearance;
 - the student moves to another institution; or

- the student's visa was issued on or after 30 November 2007, and they need further permission to stay for writing up a thesis.

- 3.6.** ATAS certificates are valid for six months and must be valid at the point the student's circumstances change as well as at the point they may need to extend their leave to remain (if applicable).
- 3.7.** It should be noted that applications for ATAS clearance take approximately 20 working days.
- 3.8.** Where ATAS clearance is required, the University will only issue a CAS once a copy of the ATAS clearance certificate has been sent to the University by the Foreign & Commonwealth Office
- 3.9.** Where a student/ applicant is refused ATAS clearance, they will not be offered a place on another course that does not require ATAS clearance.

4. Academic Progression

- 4.1.** The University will only sponsor applicants or students who meet academic progression requirements set out in the Immigration Rules and Tier 4 Sponsor Guidance. If the Academic Progression Panel or Head of Home Office Compliance do not consider academic progression can be justified then the University will not issue a CAS.

5. Length of Sponsorship

- 5.1.** The University will sponsor a student for the duration of their course, subject to any compliance requirements of the University or the UKVI which would result in sponsorship being withdrawn. The University may withdraw sponsorship if it is not necessary to continue sponsorship or if the University cannot fulfil its sponsor duties.
- 5.2.** The course start date on the CAS will correspond with the date of registration in person on the course or induction, whichever is earlier.
- 5.3.** The course end date on the CAS will correspond with the course end date of the applicant's or student's programme of study and is the date by which an applicant or student has completed all academic elements of the course including taught sessions, examinations, assessments and writing and submitting dissertations and theses unless these can be completed from afar and there is no substantial reason to remain on campus.

- 5.4.** The course end date for PhD courses will be 4 years from the course start date and covers the registration period where the student is undertaking full-time study as a registered student including any writing up period and continuation year.

6. Visa Refusals

- 6.1.** The University will only consider assigning one additional CAS following a visa refusal on maintenance grounds and only if the applicant or student can provide evidence to show there is minimal or no chance of their visa being refused a subsequent time.
- 6.2.** Further CASs will not be assigned where an applicant or student has had a visa refusal based on an error on behalf of the student or applicant.
- 6.3.** Further CASs will not be assigned where an applicant or student has had a refusal due to failing a credibility interview.
- 6.4.** Any applicant or student with a visa refusal will be reported to UK Visas & Immigration and any sponsorship will be withdrawn.
- 6.5.** Any applicant or student with a visa refusal who requests a new CAS must provide to the University all pages of their Home Office refusal notice.
- 6.6.** Provided the conditions of paragraph 6.1 are met, the University will issue one additional CAS to an applicant or student following a visa refusal. If a visa is refused a second time the University will not issue a further CAS.
- 6.7.** The University reserves the right to not issue a CAS to any applicant or student who has had their visa refused.

7. Terms and Conditions of Tier 4 Sponsorship

All students sponsored by the University are expected to abide by the University's Terms and Conditions of Tier 4 Sponsorship. The University reserves the right to withdraw sponsorship if it considers an applicant or students may be in breach of the Tier 4 sponsorship terms and conditions.

8. Policy Review

This policy will be reviewed on a regular basis to ensure it remains compliant with the Tier 4 Sponsor Guidance and Immigration Rules as well as good sector practice.