



University of
Salford
MANCHESTER

Engagement Policy for Student Route visa holders at the University of Salford

Version Number v8.0

Effective from 1 July 2026

Author: Head of Home Office Compliance

Home Office Compliance

Academic Registry

Document Control Information			
Revision History incl. Authorisation: (most recent first)			
Author	Summary of changes	Version	Authorised & Date
RDM	Update to paras 2.2-2.5 include UKVI's regulations around remote delivery for student visa holders	V 8.0	SHRAC – Chair's action 17/09/26
RDM	Update to para 6.1 regarding sponsorship of students in exceptional circumstances	V7.1	Chair's Action on behalf of ESEC 16 June 2025
RDM	Updated policy ahead of new academic year	V7.0	
RDM	Updated policy ahead of new academic year	V6.0	
RDM	Clarified authorised absence policy in more depth	V5.0	
RDM	Removed Home Office COVID-19 concessions	V4.0	
RDM	Revised in line with Home Office COVID-19 concessions	V3.0	HOCAG, 05/04/2022
RDM	Revised in line with Home Office COVID-19 concessions	V2.0	HOCAG, 14/10/2021
RDM	Initial Engagement Monitoring Policy for Tier 4 / Student Route visa holders	V1.0	SELTEC 10/12/2020
RDM	Previous versions of this document were known as <i>Attendance Monitoring Policy for Tier 4 Sponsored Students</i>	V7.0	SELTEC: 20/05/2020
Policy Management and Responsibilities:			
Owner:	This Policy is issued by the Home Office Compliance Team within Academic Registry. The Academic Registry has the authority to issue and communicate policy on Attendance Monitoring for Student Visa holders and has delegated day to day management and communication of the policy to the Home Office Compliance Team and Faculty Administration Staff.		
Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy.		

Document Control Information	
Author to complete formal assessment with the following advisory teams:	
Equality Analysis (E&D, HR) Equality Assessment form	1. Completed 04 November 2020
Legal implications (LPG)	2. N/A
Information Governance (LPG)	3. N/A
Student facing procedures (QEO)	4. N/A
UKVI Compliance (Student Admin)	5. N/A – this is a UKVI Compliance policy.
Consultation:	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	N/A – the policy is non-negotiable due to UKVI regulations. The University's Home Office Compliance Assurance Group (HOCAG) includes representatives from across the University.
Review:	
Review due:	At the point of Home Office changes, new attendance system or within one year, whichever is sooner.
Document location:	Academic Handbook page
https://www.salford.ac.uk/governance-and-management/academic-handbook	
The owner and author are responsible for publicising this policy document.	

1. Purpose

The University of Salford is required to monitor the engagement of all its registered Student visa holders, in line with [UK Visas and Immigration \(UKVI\) regulations](#) as well as the [Immigration Rules](#) that underpin immigration into the UK. As a Sponsor with a record of compliance, the University of Salford is committed to meeting all its duties under its sponsor licence. As such, the following engagement monitoring procedures have been put in place, which will assist students in protecting their immigration status. The first section of the policy (parts 3-9) outlines what the engagement requirements are for different cohorts of student visa holders and the second section outlines what actions are taken if the policy is not followed by a student visa holder (parts 10-13).

2. Scope

2.1 This policy is to be adhered to by Student visa holders who are currently registered on a programme of study with the University of Salford. These students fall under the following categories:

- Students who currently hold a Tier 4 visa;
- Students who hold a Student visa (introduced on 05 October 2020);
- Students who have made an application for Student permission to stay within the UK using a Confirmation of Acceptance for Studies (CAS) number from the University of Salford and a decision on the application is outstanding;
- Students who have made an application for Tier 4 or Student permission to stay within the UK using a CAS number from the University of Salford, have had their application refused and are currently undergoing an administrative review.

2.2 UKVI regulations require at least 80% of the taught elements of undergraduate and taught postgraduate programmes to be delivered face to face, OR prior approval from UKVI to recruit to and deliver programmes with between 21% and 40% of the taught elements delivered remotely. The definition of taught elements excludes time spent writing dissertations, conducting research / fieldwork, sitting or re-sitting exams or undertaking clinical or work placements.

2.3 The University of Salford must declare as part of their sponsorship duties, when issuing a Confirmation of Acceptance for Studies (CAS), whether a programme exceeds the maximum 20% of taught elements delivered remotely. **Where the taught elements of a programme exceed 20% remote delivery, or where we do not have approval from the UKVI, we cannot recruit international students to study on a Student Visa. We currently have no approval from UKVI for any programmes that exceed 20% of taught elements delivered remotely.**

2.4 Once the timetable has been published, taught elements of a programme may only be changed from face-to-face to online or hybrid following approval from:

- *the Head of Home Office Compliance and Head of Timetabling; OR*
- *via a timetable change request. Timetable change requests will be rejected where they result in the delivery of the in-person, face to face taught elements of a programme falling below 80%*

2.5 This policy does not apply to students who currently hold permission to enter or stay in the UK that is outside of the Student Route of the Points Based System.

3. Pre-sessional English students

3.1 All Student visa holders on pre-sessional English programmes (PSE) will be monitored at one face-to-face in-person teaching event per day by the Faculty. It is the responsibility of the Salford Languages Support Office to monitor attendance on a daily basis and contact students who do not attend in line with this policy.

3.2 Student Route PSE students must inform Salford Languages of any absence prior to the start of the timetabled class where possible. Where this is not possible, students must inform Salford Languages on the day of absence.

3.3. All Student Route sponsored students are subject to the *Engagement Policy for Student Route visa holders at the University of Salford* until the end of their programme of study on their student record or the duration of their visa, whichever is the earliest of the two dates.

3.4 Student Route sponsored students will also be exempt from the *Engagement Policy for Student Route visa holders at the University of Salford* if they return to their home country, provide evidence that they have left the UK and sponsorship of their Student visa has been withdrawn.

3.5. For Student Route sponsored students to fully comply with this policy, the University expects students to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables the student to attend sessions during the core teaching hours of 9 am to 5pm daily. The location of where a Student Route sponsored student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

3.6 Details of how missed attendance is managed and escalated at Faculty level is outlined in the *Student Engagement, Interruption and Withdrawal Policy*.

4. International Foundation Year (IFY) students

4.1 All Student visa holders on an IFY programme will be monitored over at least 15 teaching hours per week by Salford Languages (for their English classes) and their Faculty (for their academic classes). It is the responsibility of the Salford Languages Support Office to compile weekly attendance reports and contact students who do not attend in line with this policy.

4.2 Student Route IFY students must inform Salford Languages or their Faculty (depending on the location of the timetabled classes) of any absence prior to the start of the timetabled class where possible. Where this is not possible, students must inform Salford Languages / the Faculty on the day of absence.

4.3. All Student Route sponsored students are subject to the *Engagement Policy for Student Route visa holders at the University of Salford* until the end of their programme of study on their student record or the duration of their visa, whichever is the earliest of the two dates.

4.4 Student Route sponsored students will also be exempt from the *Engagement Policy for Student Route visa holders at the University of Salford* if they return to their home country, provide evidence that they have left the UK and sponsorship of their Student visa has been withdrawn.

4.5. For Student Route sponsored students to fully comply with this policy, the University expects students to live within a commutable distance from the university. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables the student to attend sessions during the core teaching hours of 9 am to 5pm daily. The location of where a Student Route sponsored student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

4.6 Details of how missed attendance is managed and escalated at School level is outlined in the *Student Engagement, Interruption and Withdrawal Policy*.

5. Taught students at UG and PGT level

5.1 Taught Student Route visa holders are monitored by each Faculty (usually a Student Progression Advisors [SPA]) on a weekly basis using StEP (Student Engagement Platform), as detailed in the University's **Student Engagement, Interruption and Withdrawal Policy**.

5.2 The University expects student visa holders in the UK to attend a minimum of two separate face to face, on campus contact points on two different days in teaching weeks..

5.3 Students on placement are monitored by the Faculty to ensure engagement occurs. This engagement is monitored on **at least** a weekly basis so that any patterns of unauthorised absence are identified and action taken as per Section 12 below. Further guidance on the requirements for Student Visa holders on placement is provided in the *Student Route work placement policy*.

5.4 Any Student visa holder who leaves the UK to take part in an Exchange / Study Abroad programme must continue to meet this engagement policy if they retain their student visa. To enable this, International Recruitment and Development (IRD) must confirm that the institution that the student will be undertaking study with has its' own robust engagement / attendance policy that matches the requirements of our own and that they can provide weekly engagement reports at the end of each month. These engagement reports must be sent to HomeOfficeCompliance@salford.ac.uk

and then saved in the student's Electronic Student File (ESF) in case of UKVI audit. If the student relinquishes their Student visa whilst on an Exchange / Study Abroad programme then their engagement with that programme overseas will not need to be monitored in line with this policy.

5.5 During designated reading, portfolio, or production weeks; inter trimester breaks; scheduled holiday periods incorporated into the programme of study; and assessment weeks in Weeks 12 and 13 of each trimester, undergraduate and postgraduate taught students are not required to attend on campus contact points. A [Timetabling Change Request Form](#) must be completed for all cancelled teaching events. This is required to ensure that the university is aware of instances in which students, including Student visa holders, are unable to meet the requirements of this policy, as set out in paragraph 5.2 above.

5.6 Student visa holders who progress to the dissertation / project stage of their course, are required to attend at least one formal, face-to-face supervision session each month. For Home Office Compliance purposes, these sessions must take place once a month, every month and be evidenced through StEP.

5.7 Student Route sponsored students who fraudulently manipulate the Student Engagement Platform, such as sharing codes with other students, will be subject to the University's Student Disciplinary Procedure.

5.8 All Student Route sponsored students are subject to the *Engagement Policy for Student Route visa holders at the University of Salford* until the end of their programme of study on their student record or duration of their visa, whichever is the earlier of the two dates.

5.9 For Student Route sponsored students to fully comply with the *Engagement Policy for Student Route visa holders at the University of Salford* the University expects students to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables the student to attend sessions during core working hours daily if they are required to do so. The location of where a Student Route sponsored student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

5.10 Details of how missed attendance is managed and escalated at School level is outlined in the *Student Engagement, Interruption and Withdrawal Policy*.

6. Reassessments/ retakes and the 60-day regulation

6.1 UKVI regulations state that if any students already in the UK are not required to participate in their programme of study (either in class or by some other in-person face-to-face contact) for more than 60 days then these students must leave the UK. In such instances, the University will withdraw its Student Route sponsorship of these students, their student records will be set to 'interruption of study' and the Home Office will be informed of the circumstances.

6.1.1 Exceptional circumstances, including but not restricted to serious illness; hospitalisation; coma; etc. where students might have a study gap of 60 days or more should be escalated to the Home Office Compliance Team by School colleagues **within the first 30 days of absence**. In such exceptional circumstances the Home Office Compliance Team may take the decision to maintain sponsorship in line with the [Student sponsor guidance, document 2, para 7.5f](#) as long as the student can still complete their course within their existing leave. If the decision is made to maintain sponsorship, all medical evidence, including any updates or changes in prognosis, condition, etc. must be sent to the Home Office Compliance Team to be kept on file in case of UKVI audit.

6.1.2 Where a student's circumstances meet the 'exceptional' threshold specified in 6.1.1 of this policy, the maximum period of continued sponsorship permissible would be dependent on the individual student's visa 'wrap-up' time allocated by UKVI (typically four months). Any previous period of interruption would also be considered when ascertaining whether visa sponsorship can be maintained. If a student fails to complete their course within this period, they will be considered to have breached their visa conditions and sponsorship will be withdrawn. No further CAS can be allocated to the student while they are in the UK, as per 2.6 of the Confirmation of Acceptance for Studies (CAS) Issuance and Academic Technology Assurance Scheme (ATAS) Policy.

6.2 Student visa holders who are undertaking a reassessment, therefore, must have at least one required formal face-to-face contact point every 60 days to retain their Student visa during their resit period to remain in the UK and meet Home Office regulations. The University expects students who are retaking a single taught module to attend at least one face-to-face on campus teaching event each week. Those students retaking a single dissertation module should attend at least one face-to-face on campus supervisory session each month. Those students who are retaking more than one module should meet the requirements outlined in paragraph 5.2 above.

6.3 The 60-day regulation applies to all Student Route visa holders who fail their assessments and must undergo reassessment (i.e. they do not undertake any study or attend any classes in the intervening period) as in the following, but not exhaustive, circumstances:

- a) The student fails in September and the next available opportunity will be in the following assessment period in January: the student must return to their home country and only return to the UK on a Student Route or visit visa for the reassessment (dependent on whether they will be undertaking further study);
- b) The student fails in January (e.g. January intake) and the next available opportunity will be in the following assessment period in June: the student must return to their home country and only return to the UK on a Student route or a visit visa for the reassessment (dependent on whether they will be undertaking further study).

6.4 The 60-day regulation also applies to students who only need to retake one trimester in the next academic year, as in the following circumstances:

- a) The student has a retake in Trimester One and then no further contact is required in Trimester Two: the student should complete Trimester One as required and then return to their home country for Trimester Two;
- b) The student has a retake in Trimester Two but there is no contact required during Trimester One: the student must return to their home country for Trimester One and only return to the UK for Trimester Two.

6.5 Where a student is not required to engage in study within a 60-day period, students will be asked to provide evidence that they have left the UK (such as a scanned exit stamp in their passport and an e-ticket/ boarding pass). This will then exempt them from the *Engagement Policy for Student Route visa holders at the University of Salford*.

6.6 Students that are carrying a fail that also have a requirement to engage with their programme remain subject to the *Engagement Policy for Student Route visa holders at the University of Salford* subject to them being at dissertation stage.

7. Postgraduate research students

7.1 Full-time PGR students are required to attend at least one formal on campus face-to-face supervision session each month. For Home Office Compliance purposes, these sessions must take place once a month, every month.

7.2 It is the responsibility of the PGR student to keep a record of each formal supervisory session on the *Research Supervision Record Form* (RSRF). The RSRF is located on the Immigration and Visas section of the AskUS website and on the research-specific support pages.

7.3 Students will submit their signed RSRF via Salford Advantage by no later than the date advertised on our [Immigration and Visas website](#) under *Student Route visa holder on a postgraduate research programme*. This date is usually the first Sunday following the end of the calendar month concerned.

7.4 If the RSRF form contains an electronic rather than a 'wet' signature from the supervisor, the student must ensure that they provide a screenshot of the email in which this form was returned to them in as evidence.

7.5 All Student Route sponsored research students are subject to the *Engagement Policy for Student Route visa holders at the University of Salford* until the end of their research programme on their student record or the expiry date of their visa, whichever is the earliest of the two dates. Student Route sponsored students will also be exempt from the *Engagement Policy for Student Route visa holders at the University of Salford* if they return to their home country, evidence that they have left the UK has been provided and sponsorship of their Student visa has been withdrawn.

7.6 For Student Route sponsored students present in the UK to fully comply with the *Engagement Policy for Student Route visa holders at the University of Salford* the university expects students to live within a commutable distance from the university. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the university that enables the student to attend the university during core working hours daily if they are required to do so. The location of where a Student Route sponsored student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

7.7 All Student Route sponsored research students are required to comply with the *Taking Leave of Absence Requirements* in the *Code of Practice for Research Programmes*. Please note: PGR students who take an authorised leave of absence of 21 days or more in one calendar month will not be required to have a formal supervision session within that calendar month but will be required to complete an Advantage form detailing the authorised leave period. PGR students who take an authorised leave of absence of 20 days or less within one calendar month will still be required to have a formal face-to-face in-person supervision session within that calendar month.

7.8 Research supervision record forms that are not signed and dated will not be accepted and will be classed as a missed contact point.

7.9 Student Route sponsored students who submit fraudulent forms, such as those where the date has been purposefully altered or a signature has been forged, will be subject to the University's Student Disciplinary Procedure.

7.10 Details of how missed attendance is managed and escalated is outlined in the *Student Engagement, Interruption and Withdrawal Policy*.

8. Authorised absence and sickness periods

8.1 Faculties should ensure that they are able to identify whether their students are studying on campus or away from the university to fully comply with Home Office requirements.

8.2 To comply with Student Route sponsor duties, the Faculty needs to stay in contact with any student who is away from the University for field-work, data collection, conference or for research purposes. The Faculty should agree the schedule and form of contact prior to the student leaving campus. These ideally should be virtual meetings via Microsoft Teams.

8.3 Any official absences need to be authorised by the academic member of staff concerned. Please note that authorised absence, whilst retaining Student visa sponsorship, cannot exceed 60 days.

8.4 The table below demonstrates the categories of leave which can be permitted as authorised absence and should be equitable with similar requests made by non-international students. **Authorised absence can only be given on the proviso that**

the student will not be eligible for a visa extension to complete their course of study if the authorised absence is granted.

8.5 Please note that authorised absence for a period of up to 2 weeks can be granted at the Faculty's discretion, without oversight by the Home Office Compliance Team, as long as the reason, evidence for absence (as per below) and the granted permission is retained on file in case of queries from Border Force and UKVI.

8.6 Any authorised absence request over 2 weeks **supported by the Faculty** should be referred to the Home Office Compliance Team **in writing with justification for approval. Please note that the absolute maximum period of consecutive absence is 60 days at which point we usually have no option but to withdraw sponsorship of the student's visa (as per 8.3 above).**

Category	Allowable period	Suggested evidence requirements
Pregnancy and birth	Refer to the University's Pregnancy Policy. If the student does not want to interrupt their studies, authorised absence should not exceed 60 days between monitored contact points (otherwise visa sponsorship must be withdrawn). As per above any requested absence for a period over 2 weeks should be referred to HOCT if it can be academically supported.	Medical documentation
Paternity Leave	Up to 2 weeks	Medical documentation
Sickness or ill-health	Up to 2 weeks. Longer periods may require the student to interrupt.	Sick note or evidence from the student's GP/ specialist
Sick relative or dependent	Up to 2 weeks	Reliable 3 rd party evidence/ medical certificate
Close family bereavement	Up to 2 weeks	Reliable 3 rd party evidence/ death certificate
Victim of serious crime	Up to 2 weeks	Crime number/ police report
International conference	Up to 1 week	Supervisor confirmation
Involvement in competitive sports at a national or international level	Up to 2 weeks	Reliable 3 rd party evidence
PGT holiday at dissertation stage	Up to 2 weeks at dissertation stage	Supervisor/ tutor confirmation

Other personal reason (e.g. Marriage/ religious holiday/ etc)	Up to 2 weeks. Any requests for a longer period of authorised absence should be sent to HOCT with reasons for justification	At approver's discretion
---	--	--------------------------

9. Staff absence and exceptional circumstances

9.1 An expected contact point is one which the student would in principle have been able to attend. If a lecture, tutorial or other planned contact point with a student is cancelled due to staff absence or industrial action, any missed face-to-face in - person contact point caused by such circumstances should not be treated as an unauthorised absence.

9.2 In the event of a prolonged disruption to the normal schedule of attendance, for example because of public disorder or industrial action, it may be necessary to vary the process for verification of attendance to remote delivery. If this is necessary, the Vice-Chancellor will instigate this temporary measure, and confirmation will be communicated via the University's Silver and Gold teams. This evidence and period of exception will be logged by the Home Office Compliance Team to be provided to UKVI if required. Students will be informed of any new requirements via their university email address and other formal notification processes, such as the Student Hub.

10. Lack of engagement – PSE students

10.1 Any pre-sessional Student Route sponsored student whose attendance drops below 85% in any given month must be flagged by Salford Languages to the Home Office Compliance Team, who will issue a warning to the student, informing them that this could affect their sponsorship as a Student visa holder.

10.2 Any pre-sessional Student Route sponsored student whose attendance drops below 70% over a three-month period is required to have their sponsorship as a Student withdrawn. Salford Languages must withdraw the student on Banner within 5 working days to meet UKVI reporting requirements and flag this information to the Home Office Compliance Team, who will withdraw sponsorship for that student on UKVI's Sponsor Management System (SMS) and inform the student that their sponsorship has been withdrawn and that they must leave the UK.

11. Lack of engagement – IFY students

11.1 Salford Languages liaise with Schools to monitor the attendance of any Student Route sponsored IFY student.

11.2 Any Student Route sponsored IFY student whose attendance drops below 85% in any given month must be flagged by Salford Languages to the Home Office

Compliance Team, who will issue a warning to the student, informing them that this could affect their sponsorship as a Student visa holder.

11.3 Any Student Route sponsored IFY student whose attendance drops below 70% over a three-month period is required to have their sponsorship as a Student withdrawn. Salford Languages must withdraw the student on Banner within 5 working days to meet UKVI reporting requirements and flag this information to the Home Office Compliance Team, who will withdraw sponsorship for that student on UKVI's Sponsor Management System (SMS) and inform the student that their sponsorship has been withdrawn and that they must leave the UK.

12. Lack of engagement – UG and PGT taught students

12.1 If it is noted through monitoring in section 5 above that a student visa holder in the UK has not met the two face-to-face contact points each week for the past 30 working days (or one face-to-face contact point per month for those PGT students at the dissertation / project stage of their course), then the School will flag to the Home Office Compliance Team alongside their own internal communications to students and any occasions noted as authorised absence.

12.2 In these instances, the Home Office Compliance Team will consider the evidence and, if appropriate, issue a warning to the student advising them that the university may withdraw sponsorship if they do not engage appropriately in line with university policy in the next 30 working days.

12.3 If the student fails to respond or engage appropriately within 30 working days of the warning email or there is no exceptional reason for lack of engagement in line with this policy, the School will withdraw the student on Banner and inform the Home Office Compliance Team within 5 working days to ensure we can meet UKVI reporting deadlines. HOCT, in turn, will withdraw Student Route sponsorship on the SMS within 10 working days of the student being withdrawn on Banner.

12.4 If a decision is made to withdraw sponsorship of the student's Student Route visa, the Home Office Compliance Team will send an email to the student to advise them of this and to detail the actions that they need to take.

12.5 Students who are withdrawn under this regulation will only be permitted to re-register if they are able to provide mitigating evidence for their non-engagement. If the Home Office have not actioned the sponsorship withdrawal, and the student provides sufficient evidence, the notification on the SMS may be withdrawn and the student can continue to be sponsored under the Student Route by the University of Salford. It should be noted that once the student's registration has been re-instated if the student continues not to comply with the *Engagement Policy for Student Route visa holders at the University of Salford*, sponsorship of their Student Route visa may be automatically withdrawn.

12.6 If a student is able to provide mitigating evidence for their lack of engagement but the Home Office have already actioned their withdrawal of sponsorship, the student will be asked to leave the UK, apply for a new CAS (if they are required to

undertake on-campus face-to-face teaching or supervision) with their exit evidence and obtain fresh permission to enter the UK.

12.7 If, following withdrawal of a student's Student Route visa, the student is unable to provide satisfactory mitigation for their lack of engagement, this decision cannot be reversed.

13. Lack of engagement – PGR students

13.1 If there is no evidence of a monthly RSRF being submitted or accepted by the Doctoral School Office for the past three months then the Home Office Compliance Team will send a warning email to the student. This warning email will advise the student that they need to comply with the *Engagement Policy for Student Route visa holders at the University of Salford* and failure to provide engagement evidence will result in the withdrawal of sponsorship of their Student Route visa.

13.2 If the student fails to respond or engage appropriately within 30 working days of the warning email or there is no exceptional reason for lack of engagement with this policy, the Home Office Compliance Team will inform the Doctoral School office that the student must be withdrawn within 5 working days to meet UKVI reporting requirements, and Student Route sponsorship will be withdrawn on the SMS within 10 working days of the student being withdrawn on Banner.

13.3 If a decision is made to withdraw sponsorship of the student's Student Route visa, the Home Office Compliance Team will send an email to the student to advise them of this and to detail the actions that they need to take.

13.4 Students who are withdrawn under this regulation will only be permitted to re-register if they are able to provide mitigating evidence for their non-engagement. If the Home Office have not actioned the sponsorship withdrawal, and the student provides sufficient evidence, the notification on the SMS may be withdrawn and the student can continue to be sponsored under the Student Route by the University of Salford. It should be noted that once the student's registration has been re-instated if the student continues not to comply with the *Engagement Policy for Student Route visa holders at the University of Salford*, sponsorship of their Student Route visa may be automatically withdrawn.

13.5 If a student is able to provide mitigating evidence for their lack of engagement but the Home Office have already actioned their withdrawal of sponsorship, the student will be asked to leave the UK, apply for a new CAS (if they are required to undertake on-campus face-to-face supervision) with their exit evidence and obtain fresh permission to enter the UK.

13.6 If, following withdrawal of a student's Student Route visa, the student is unable to provide satisfactory mitigation for their lack of engagement, this decision cannot be reversed.

14. Students' Union Sabbatical Officers on Student Visas

- 14.1. As agreed with the University of Salford Students' Union HR department, at the start of the new Sabbatical Officer contract period each July, the SU HR department will email the Home Office Compliance Team (HOCT) with the names of the new Sabbatical Officers;
- 14.2. HOCT will check to see whether any Sabbatical Officers hold a student visa and inform SU HR as appropriate
- 14.3. If there are Sabbatical Officers with a student visa HOCT provide advice around CAS issuance and visa extension to these individuals as appropriate
- 14.4. If there are any Sabbatical Officers with a student visa, SU HR inform HOCT at month's end whether the Sabbatical Officer(s) has/ have attended work satisfactorily over the past month and whether any authorised leave has been taken.
- 14.5. If there has been issues with the Sabbatical Officer's attendance over the past month (in contravention of sections 7-9 of their employment contract as determined by the SU HR department) then HOCT will send a warning email to the Sabbatical Officer. This warning email will advise the student that they need to comply with the *Engagement Policy for Student Route visa holders at the University of Salford* and failure to engage accordingly with their contract will result in the withdrawal of sponsorship of their Student Route visa.
- 14.6. If the Sabbatical Officer fails to respond or engage accordingly within 30 working days of the warning email or there is no exceptional reason for non-engagement, HOCT will inform the SU HR department that the Sabbatical Officer's Student Route sponsorship will be withdrawn on the SMS and that their employment should be terminated.
- 14.7. If a decision is made to withdraw sponsorship of the Sabbatical Officer's Student Route visa, HOCT will send an email to the individual to advise them of this and to detail the actions that they need to take.

15. Related Documentation

15.1. The following documents can be found on the University Policy & Procedure pages at <https://www.salford.ac.uk/governance-and-management>:

- Academic Regulations for Taught Programmes
- Academic Regulations for Research Programmes
- Code of Practice for Research Programmes
- Personal Mitigating Circumstances Procedure
- Student Engagement, Interruption and Withdrawal Policy
- Student Code of Conduct
- Student Disciplinary Procedure
- Student Route Work Placement Policy
- Fitness to Practise Procedure

15.2. Government guidance

The following documentation can be found on the Government webpages at <https://www.gov.uk/>:

- Student Sponsor Guidance Document 1: Applying for a Student sponsor licence
- Student Sponsor Guidance Document 2: Sponsorship Duties
- Student Sponsor Guidance Document 3: Student sponsor compliance
- Student Sponsor Guidance Document 4: Higher Education regulatory reform
- Student and Child Student Guidance

15.3. Advice

The following supporting documentation can be found on the University of Salford Immigration and Visa Help Pages at <https://www.salford.ac.uk/askus/topics/immigration-and-visas/resources-and-guides:>

- Research supervisory record form
- Sickness self-certification form