



University of  
**Salford**  
MANCHESTER

# **Guide to Student Route and Tier 4 Responsibilities**

**Version Number 4.0**

**Effective from 10 August 2023**

**Author: Head of Home Office Compliance, Student Administration**

## Document Control Information

### Revision History incl. Authorisation: (most recent first)

Author	Summary of changes	Version	Authorised & Date
Dr Richard Melia	<i>Grammatical updates</i>	V4.0	August 2023
Dr Richard Melia	<i>Update from Tier 4 to Student Route terminology</i>	V3.0	October 2020
Dr Richard Melia	<i>Confirmation of responsibilities for Tier 4 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>August 2023</i>

### Consultation:

Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. N/A
<b>Review:</b>	
<b>Review due:</b>	August 2024
<b>Document location:</b>	Academic Handbook
<a href="https://www.salford.ac.uk/governance-and-management/academic-handbook">https://www.salford.ac.uk/governance-and-management/academic-handbook</a>	
<b>The owner and author are responsible for publicising this policy document.</b>	

## Overview

The University of Salford is a sponsor of non-UK, non-Irish students under the Student immigration route. As a Student Sponsor, the University of Salford is required to comply with the Immigration Rules, Student route sponsor guidance as well as any other guidance it receives from the Home Office. If you are sponsored by the University of Salford under the Student Route or Tier 4 you are expected to comply with your visa conditions as well as all applicable conditions associated with Student route sponsorship which are described further below.

## Student Route Responsibilities

**1.1.** As a non-UK, non-Irish student sponsored by the University of Salford on a Student 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, visa, visa decision letter and / or share code at registration and inform the University of any changes to these documents
- Respond to all requests by the University to present in person or virtually, 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 meet the requirements of the **Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford**
- 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 Student or Tier 4 visa
- Not to undertake any studies which are supplementary to your programme except as permitted under your Student or 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 Student or Tier 4 visa
- Leave the UK when your visa expires unless UKVI has extended your visa or, before expiry of your Student or Tier 4 visa, you have applied for further permission to stay
- 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 Student Visa 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 Student or Tier 4 visa which shows you can study at the University of Salford. This could be a biometric residence permit (BRP), entry clearance vignette, digital status or any other kind of immigration status document that shows you have permission to enter / stay 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 engagement of its Student Route and 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 Student or 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 engagement requirements under your visa for any reason, whether through illness, injury or otherwise
- Have not complied with the University's **Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford**

### **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 Student Route Sponsor, the University of Salford is required to monitor the engagement of the students it sponsors for immigration purposes in line with the **Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford**. 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 engaging.

### **4. Withdrawal of Student Route or 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 **Engagement Policy for Student Route and Tier 4 visa**

**holders at the University of Salford** 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 Student Route 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

Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford