INTERNAL PROCEDURE

Title: International Compliance Procedure

POLICY HOLDER: **International Compliance Level 1 User**

SMT OWNER: **Assistant Principal Student Services**

VERSION NO: **18**

LAST REVIEWED: **September 2023**

Accessibility: If you would like this information in an alternative format, e.g. Easy to Read, large print, Braille or audio tape, or if you would like the procedure explained to you in your language, please contact the College's marketing team on 01603 773 169.

Further information: If you have any queries about this policy or procedure, please contact the named policy holder.

City College Norwich International - compliance procedure for students on a points-based student visa: Information for College staff 23/24

Version control document

Policy number:	1
Version:	Update 18
Policy holder:	Helen Richardson-Hulme
Approval board:	Executive team and Corporation
Date of approval:	
Review period:	23/24
Date of latest review:	September 2023
Next review date:	July 2024 or earlier if legislation requires
Legislation or regulation:	

Date	Update	Originated by	Approved
June 2015	Addition: Page 5, paragraph 2.5	Helen Richardson-Hulme	AMB 2015
18.08.15	Confirmed details set out in section 1 with UKCISA 2.1 / 2.2. updated with 1516 process 2.6 Updated paragraph to include new guidance published 10.08.15 Appendix 2 updated letter in line with new guidance published on 10.08.15 Section 5 updated users and roles for 1516 Section 9 updated with 1516 figures Updated Appendix 1 (to include in final draft) and 4	Helen Richardson-Hulme	
17.11.15	Confirmed details set out in section 1 with UKCISA 2.6 updated paragraph to include new guidance published 12.11.15 Addition: Appendix 5 3.1 updated with 12.11.15 Section 9 Updated student numbers 11 Updated Guidance Documents ½/3 in line with 12.11.15	Sharon Farrant	

18.04.16	Updated level 1 user details Updated Appendix 5 5.25 Updated Academic progression – to include new guidance published 06.04.16 5.28 Updated academic progression – to include an additional example as published in new guidance 06.04.16		
02.08.16	Annual update including UKVI updates from 18.07.16 Document 2	Helen R-Hulme	
14.11.16	Addition of Daniel Place as Level 2 user (pg 4) 2.2 Addition of Rules, Regulations and Procedure for Students 1617 reference 2.4 Addition of reference to policy relating to administration fees Training update amended in appendix 4 Addition of Appendix 6 – International fee status excerpt	Sharon Farrant & Alexandra Miller	
01.12.16	Appendix 1 – addition of ATAS advice if applicable 1.4 Updated footnote1 hyperlink 2.6 Updated footnotes 2 & 3 hyperlinks Appendix 2 – amended meeting schedule to termly Appendix 5 – Refreshed excerpt from Document 2 Sponsorship duties - Academic progression and assigning a CAS to reflect new guidance Nov 2016	Sharon Farrant & Alexandra Miller	
19.04.17	Removal of L2 user – Alison Honeybone is no longer in post. 1.4 Updated footnote1 hyperlink 2.6 Updated footnotes 2 & 3 hyperlinks 11 Document references updated to reflect 06.04.17 changes Appendix 5 Document references updated to reflect 06.04.17 changes Training update amended in appendix 4	Sharon Farrant & Alexandra Miller	

20.07.17	Title page amended for 17/18 – no guidance change	Sharon Farrant	
25.06.18	2.2 Updated referral process for Tier 4 applicants and added Helen Richardson-Hulme as compliance team. 2.5 Amendments of payment as deposits updated. 5.3 Addition of Level 2 user to CAS requirement meetings 6.1 Addition of Level 2 user for fortnightly monitoring and compliance meetings 6.2 Amendment from monthly to half termly report 8.1 Addition of Level 2 user to fortnightly meetings 9.1 Update of current Tier 4 students 11 Updated legislation and related documents dates. Insert on Office of Students application. Appendix 4 Updated staff training record Appendix 5 Updated excerpt for academic progression version 8th May 2018	Alexandra Miller	

15.01.19	9.1 Updated the College's current student details	Alexandra Miller & Sharon Farrant	
	11 Updated legislation documents and registration with OfS		
	Appendix 1 – updated procedure		
	Appendix 2 – amendment to letter		
	Appendix 3a added – updated form		
	Appendix 4 – updated staff training record		
20/08/19	Title page amended 19/20	Sharon Farrant & Alexandra Miller	
	2.1 Updated to read 19/20		
	2.2 Updated to read 19/20		
	2.5 Updated to read 19/20 Rules Regulations and Procedures		
	5.4 Addition of key documentation collection in line with Appendix D		
	7.1 Updated staff training for 1920 to be determined.		
	Appendix 4 - updated		
	Appendix 6 – updated to read 19/20		
9.10.2020	1 COVID response information from Home Office added, showing impact on Tier 4 students and temporary concessions made.	Sharon Farrant	

22/12/2020	Title Page Amended 20/21	Sharon Farrant & Daniel Place	
	All references to Tier 4 visa's have been altered to read Student Visa.		
	1.1 Redefinition of who requires a student visa and reference to ESOL course as a short-term student visa with separate policy.		
	1.2 Reference to EEA and EU has been removed from exclusion of international student status with effect from 11pm of 31/12/2020.		
	2.2 Updated policy for rules, regulations and procedures for student 2021. Footnote to reflect Tier 4 wording in current policy.		
	2.5 Deletion of short-term student visa as now in separate policy.		
	2.7 Copied relevant student progression information from new guidance.		
	3.3 Footnote added to contact monitoring.		
25/10/2021	Title Page Amended 21/22	Sharon Farrant & Daniel Place	
	1.2. Added statement about non-settled EU/EEA and Swiss applicants now being eligible for student visa routes.		
	1.3 Added statement about graduate route visa.		
	1.4 Added statement about new Tier 2 visa status.		
	Appendix 1		
	Appendix 7		
	Changed references to UK NARIC to new organisational name of UK ENIC.		
28/04/2022	Removal of L2 user – Daniel Place is no longer in post and replaced with Alison Honeybone as of 17.02.22	Sharon Farrant	

02/03/2023	Title page amended 22/23	Alexandra Miller & Sharon Farrant	
	Dates amended throughout.		
	Removal of Principal – Corrienne Peasgood is no longer in post and replaced with Jerry White as of 01.08.22		
	Removal of L2 user – Alison Honeybone is no longer in post and replaced with Daniel Place as of 31.01.23		
	1.2 Updated the Certificate of Application (CoA) 1.3 Updated Notify Home Office of incorrect endorsement on BRP.		
	5.4 Updated Appendix D excerpt		
	11. Updated Legislation dates		
	Appendix 1: Name change on Application Process		
	Appendix 4: Updated Staff Training & Development		
	Appendix 6: Updated Rules, Regulations & Procedures 2223 policy excerpt 4.6		
11/9/2023	Title page amended 23/24	Daniel Place	
	1.2 Amended EUSS information to reflect late applications.		
	11.09.2023 Updated hyperlinks to reflect latest versions of guidance and rules.		
	Appendix 4: Updated Staff Training & Development		

Key contacts for colleagues 23/24

Key Contact: Helen Richardson-Hulme

Assistant Principal Student Services

01603 773070

Level 1 User: Helen Richardson-Hulme

Assistant Principal Student Services

01603 773070

Sharon Farrant

International Team Level 1 User (Immigration & Compliance)

01603 773 451

Alexandra Miller

IAG & International Team Leader (Immigration & Compliance)

01603 773 623

Level 2 User: Daniel Place
International Compliance Adviser
01603 773798

CAS Compliance Administrator   Sara Razzaghi
PA to Assistant Principal Student Services and Systems Administrator

Authorising Officer: Jerry White

Principal
01603 773 049

Contents

1. What is an International student visa?

1.1 A points-based student visa is required for students who are coming to study in the UK who are not British (or Irish) citizens or residents. The visa must be for courses which are at the minimum level of study of between RQF Level 3 to Level 6 in England. The course must be full-time, and if below UK degree level must include a minimum of 15 hours per week of classroom based daytime student. This is therefore applicable for the College's A-Level and Access courses.

For ESOL courses, a short-term student visa will be required. Please refer to the Short-Term Student Visa procedure for this category.

1.2 EU/EEA and Swiss citizens who do not have status under the European Settlement Scheme (EUSS.) will need to apply for the Student Visa route. From 6th August 2022, Sponsors can accept certificates of applications (CoA) as proof of an unsponsored EU or EEA National's right to study in the UK.[1] Although applications to the EUSS have largely closed, applications can still be made from valid family members and on the basis of providing reasonable grounds for the late application.

1.3 The implementation of the graduate-route visa for graduates from UK institutions is not applicable to the College as we do not currently have TRAC status. Ensure all Student Visa BRPs do not have working rights on their Visa. Must be reported to Home Office within 3 months of arrival in the UK.

1.4 The College is now a Tier 2 visa sponsor, which enables the College to sponsor non-UK residents to move to the UK and work. This was granted in July 2021.

2. Key information for staff: the Application process

2.1 Staff must refer initial enquiries to the **International Compliance Adviser. In 2023, this is Daniel Place.** Applicants require initial IAG about which courses meet immigration requirements. If applicable, we will also try and make an appointment to see any family members the applicant may have living in the UK at this point.

2.2 Applicants will receive information about qualification checks we need to carry out and information about College fees as detailed in **Rules, Regulations and Procedures for Students 2023/24** (Excerpt in Appendix 6). Following immigration advice and documentation collection, the students' application will be discussed at the International compliance team meeting. **In 2023/24 this is Helen Richardson-Hulme, Sharon Farrant, Alexandra Miller, Daniel Place and Sara Razzaghi.**

2.3 Direct applications from overseas should be referred to the International Adviser so that initial contact can be made.

2.4 Continuing students including progressing students **must** be referred to the International Adviser so that their visa can be checked and we can log any forthcoming changes such as the renewal date.

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[1] Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2023-07-17.pdf (publishing.service.gov.uk)

2.5 Detailed information about the application process is in Appendix 1. During the application process students are referred to the **Rules, Regulations and Procedures for Students 2023/24 policy where it states that** a student visa student is required to pay the full tuition fee (if it is a year-long course) or the first-year fees if it is a longer course required prior to issuing a CAS.

In the Rules, Regulations and Procedures for Students 2023/24 policy it states that a **£250 administration charge** will be retained should the application not proceed.

2.6 CASs (Confirmation of Acceptance to Study) are issued to STUDENT VISA applicants **before** they can apply for their visa and enroll on their programme. CASs are issued by the Key Contact or Level 1 User and the process for this is detailed in the application process in Appendix 1.

2.7 The College reserves the right to refuse to issue a CAS for new or returning students on the basis that to do so would put the College in the position of not complying with UKVI Sponsor guidelines for STUDENT VISA Sponsors. This includes assessment of a student's academic progression. The Guidance states a serious breach is 'Failure properly to assess a student's academic progression, or falsely claiming that students meet the exception to the requirement to be moving up an academic level.'[2]

When considering applications, staff must refer to the UKVI definition of Academic Progression as set out in *Student Points Based System: Guidance for Sponsors Document 2: Sponsorship Duties:* **Which is listed in full in Appendix 5.**[3]

3. Key information for staff: Attendance checks

3.1 We are required as part of our Sponsor duties to monitor and record student attendance. **We are required to report instances where a student misses 10 consecutive expected contact points or the student has ceased academically engaging.** At our College we define an expected contact point as 1 week during term time. The purpose of this is to ensure that points-based students are complying with the terms and conditions of their visa and that we report to the Home Office any breaches. This information will be recorded on the student's eILP and the Level 1 User will liaise with academic staff as appropriate in each case. As part of our monitoring procedure we will look for patterns of attendance and any anomalies.

Examples included in Sponsor duties guidance are;

- a lesson, a lecture, tutorial or seminar
- a test, examination, or assessment board
- a meeting with a supervisor or personal tutor
- a research-method or research-panel meeting, writing up seminars or doctoral workshops
- an oral examination or viva

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[2] See Document 3: Student Sponsor Compliance
student sponsor guidance, compliance july 2023 (publishing.service.gov.uk) Accessed 11.09.23 (page 13)
[3] See Document 2: Sponsorship Duties
Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2023-07-17.pdf (publishing.service.gov.uk)
Accessed 11.09.23 (pages 32-37)

- an appointment with a welfare adviser or international student adviser
- submitting assessed or unassessed coursework
- an interim dissertation, coursework or report
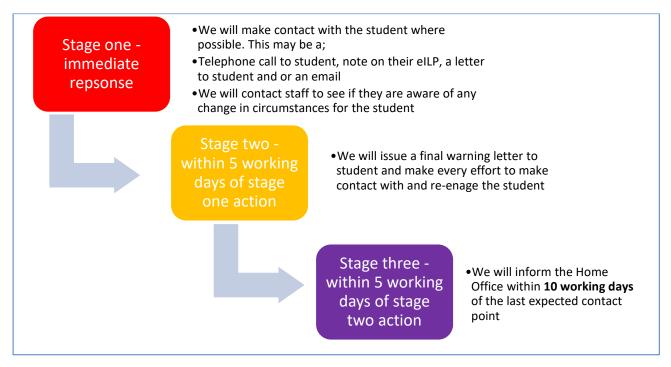- registration (for enrolment or matriculation).[4]

3.2 **In our College**, we define an expected contact as;

1. a week of term time
2. a test or exam or other assessment
3. a meeting with a teacher, tutorial supervisor or other member of staff
4. submission of any work by the required deadline

Students will be invited and expected to attend a welcome meeting during the first half term and scheduled progress meetings throughout the year with the Compliance team.

3.3 An example progress meeting letter is in Appendix 2, an example template for staff to use to complete the progress update is in Appendix 3 and an example of a termly review form is in Appendix 3a.

3.4 Action we will take if a student does not meet the required attendance 'expected contacts'

Stage one - immediate repsonse
- We will make contact with the student where possible. This may be a;
- Telephone call to student, note on their eILP, a letter to student and or an email
- We will contact staff to see if they are aware of any change in circumstances for the student

Stage two - within 5 working days of stage one action
- We will issue a final warning letter to student and make every effort to make contact with and re-enage the student

Stage three - within 5 working days of stage two action
- We will inform the Home Office within **10 working days** of the last expected contact point

4. Key information for staff: Correspondence with STUDENT VISA students

4.1 All relevant correspondence with STUDENT VISA students will be recorded on the student's eILP so that curriculum colleagues have access to this important information about how their students is being supported in terms of their visa compliance.

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[4] See Document 2: Sponsorship Duties
Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2023-07-17.pdf (publishing.service.gov.uk)
Accessed 11.09.23 (pages 65-66)

5. Key information for staff: Roles and repsonsibilities

5.1 The Key Contact will:
- Meet with the Level 1 User(s) and Level 2 User fortnightly to review the caseload and discuss individual cases as appropriate, including any issues arising from attendance monitoring
- Provide management information to the College Exec and Academic Management teams as appropriate
- Assign CAS for individual applicants as required

5.2 The Level 1 User will:
- Conduct weekly attendance checks of students on STUDENT VISA visas and highlight concerns in attendance and monitor absences in line with our Sponsor duties
- Conduct the day to day sponsorship activities using the sponsor management system[5]
- Support the Level 2 User and Key Contact in their day-to-day role
- Assign CAS for individual applicants as required

5.3 The CAS Compliance Administrator will:
- Collates and stores evidence required for the CAS process
- Meets with Level 1 User(s) and Level 2 user to discuss CAS requirements

5.4 The International Adviser will:
- Provides advice and guidance to new applicants and existing students on immigration rules and on academic matters relating to admission or progression. The International Adviser will also collate the documents required for international team meetings. Refer to https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-finance and https://www.gov.uk/guidance/immigration-rules/appendix-student
- Collection and storage of documents in line with Appendix D[6] Please refer to appendix 7 part 5.

5.4 The Authorising Officer will:
- Have strategic responsibility for the College's STUDENT VISA sponsor status

6. Monitoring and compliance

6.1 Reporting on the progress of STUDENT VISA students will take place on a fortnightly basis between Key Contact, Level 1 User(s) and Level 2 user.

6.2 A termly report on STUDENT VISA compliance will be presented to the College Executive team.

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[5] The SMS sponsor management system is a UK Visas and Immigration Service system
[6] Sponsor guidance appendix D: keeping records for sponsorship - GOV.UK (www.gov.uk) Accessed 11/09/23

7. Staff training

7.1 STUDENT VISA training has been provided to staff in key roles in the organisation. The training plan for 2324 is in Appendix 4.

8. Professional services

8.1 The College utilises its membership of UK ENIC[7] and UKCISA[8] for training, consultation and professional updates. These are shared between the Key Contact, Level 1 User(s) and Level 2 and discussed at fortnightly meetings.

9. Current position in College

9.1 The College currently has 1 student studying on a points-based student visa.

10. Student engagement and feedback on our service

We aim to provide a supportive, welcoming and professional service to students studying with us on STUDENT VISA visas.

10.1 STUDENT VISA students have access to a representative through the Student's Union.

10.2 Students are able to feedback on their experience of using our information, advice and guidance services though participating in surveys, speaking to their student rep or HE Student Forum, feedback postcards and during their face to face meetings with staff.

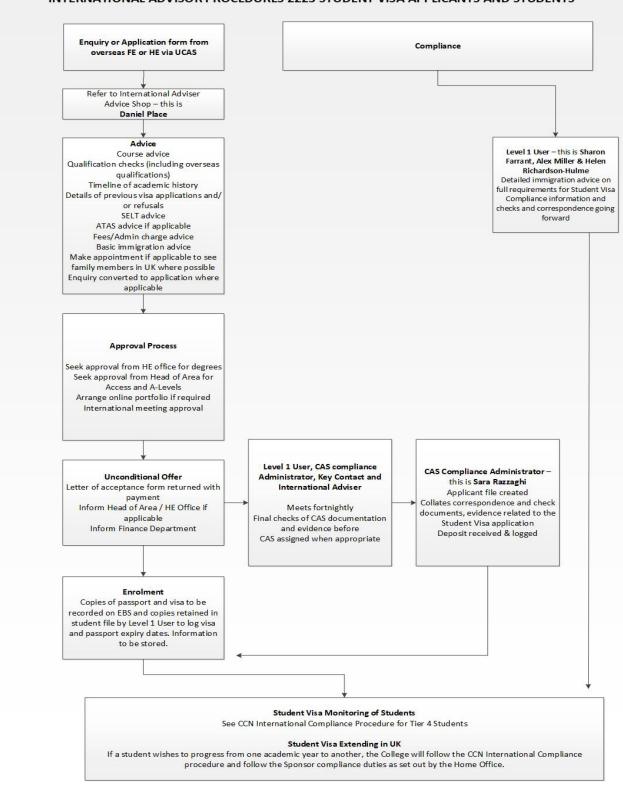## 11. Legislation and other related Procedures

- Home Office Points Based System: Student Sponsor Guidance Document 1: Applying for a Student Sponsor Licence 1.12.2020
- Home Office Points Based System: Student Sponsor Guidance: Document 2: Sponsorship Duties 29.09.2021
- Home Office Points Based System: Student Sponsor Guidance: Document 3: Student Sponsor Compliance 01.12.2020
- Home Office Points Based System: Student Sponsor Guidance: Document 4: Higher Education regulatory reform 01.12.2020
- Student and Child Student version 3.0 6.04.2021
- Immigration Rules Appendix Student (Student Route) 30.01.2023
- Immigration Rules Appendix Finance (This Appendix Sets Out How the Financial Requirements Must Be Met) 30.01.2023
- Ofsted: The Education Inspection Framework, July 2022
- Keeping Children Safe in Education, September 2022
- Prevent duty guidance, April 2021
- CCN Rules and Regulations 2022-23

CCN is registered with Office for Students.

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[7] UK ENIC is the designated National Agency responsible for providing information, advice and expert opinion on qualifications worldwide. Due to the UK's withdrawal from the EEA and EU its name was changed from UK NARIC in 2021.

[8] The UK Council for International Student Affairs (UKCISA) is the UK's national advisory body serving the interests of international students and those who work with them.

Appendix 1 Application process

INTERNATIONAL ADVISOR PROCEDURES 2223 STUDENT VISA APPLICANTS AND STUDENTS

Enquiry or Application form from overseas FE or HE via UCAS

Compliance

Refer to International Adviser Advice Shop – this is **Daniel Place**

Level 1 User – this is **Sharon Farrant, Alex Miller & Helen Richardson-Hulme**
Detailed immigration advice on full requirements for Student Visa Compliance information and checks and correspondence going forward

Advice
Course advice
Qualification checks (including overseas qualifications)
Timeline of academic history
Details of previous visa applications and/ or refusals
SELT advice
ATAS advice if applicable
Fees/Admin charge advice
Basic immigration advice
Make appointment if applicable to see family members in UK where possible
Enquiry converted to application where applicable

Approval Process

Seek approval from HE office for degrees
Seek approval from Head of Area for Access and A-Levels
Arrange online portfolio if required
International meeting approval

Unconditional Offer
Letter of acceptance form returned with payment
Inform Head of Area / HE Office if applicable
Inform Finance Department

Level 1 User, CAS compliance Administrator, Key Contact and International Adviser

Meets fortnightly
Final checks of CAS documentation and evidence before
CAS assigned when appropriate

CAS Compliance Administrator – this is **Sara Razzaghi**
Applicant file created
Collates correspondence and check documents, evidence related to the Student Visa application
Deposit received & logged

Enrolment
Copies of passport and visa to be recorded on EBS and copies retained in student file by Level 1 User to log visa and passport expiry dates. Information to be stored.

Student Visa Monitoring of Students
See CCN International Compliance Procedure for Tier 4 Students

Student Visa Extending in UK
If a student wishes to progress from one academic year to another, the College will follow the CCN International Compliance procedure and follow the Sponsor compliance duties as set out by the Home Office.

For a copy of this diagram or to discuss any aspect of the application process for STUDENT VISA students please contact the policyholder named at the front of this document.

Appendix 2 Progress meeting letter for STUDENT VISA students

Date
Name and address

Dear

POINTS-BASED STUDENT TERMLY REVIEW MEETING

I am writing to invite you to a short progress meeting as part of our support service for international students who are studying with us on STUDENT VISA Student visas. This is part of the way that the College monitors your progress and comply with our responsibilities as a Sponsor of international students.

I would like to make an appointment with you on

Date, time, place

Please can you confirm by telephone or email, that you will be able to attend this appointment, or suggest another day or time.

At this meeting I would like to talk to you about your
- Attendance
- Outcome of meetings with tutors and supervisors
- Examination attendance
- Submission of course work
- General progression on the course.
- Confirm or update your current address and telephone numbers for UK & overseas

I will be in touch with your tutor prior to the meeting and I will also give you the opportunity to talk to me about any issues you may have whilst you are a student here at City College Norwich.

As a STUDENT VISA Student, you will know that the College has STUDENT VISA Compliance duties to the Home Office. So, we have these meetings to help you and the College protect your STUDENT VISA status. The Home Office can bring your immigration permission to an end if they are notified that you have not met the conditions of your visa. It is very important that, as far as possible, you attend all your classes and lectures and submit coursework when it is due. If you have problems with this you should let us know immediately so that we can discuss your options with you. It is very important that you notify us if you are ill and cannot attend or submit work. If you decide to leave your course early you must tell us. If you are returning home or going to a different institution to study, you should provide us with details so that we can notify the Home Office. It will then be clear to everyone whether or not you are still studying in the UK.

I look forward to seeing you.
Yours sincerely

Sharon Farrant
IAG Team Leader and College Immigration and Compliance
Sponsor Licence Number GN7JDV8A0

Appendix 3 Example progress meeting template for staff to use

Termly Review Meeting Tutor Report				
Date				
	Module/subject	Module/subject	Module/subject	Module/subject
Attendance				
Outcome of meetings with tutors and supervisors				
Examination attendance				
Submission of course work				
General progression on the course				

Appendix 3a Example of a Termly review form

INTERNATIONAL STUDENT TERMLY REVIEW FORM

Student Name		Student Code	
Contact Telephone Number/Address (home & overseas)		Date of meeting	
Course Title		Name of Tutor	
Report from tutor			
Attendance			
Meetings with supervisors/ tutors			
Examination attendance			
Submitting coursework			
Discussion with Level 1 user			

Staff Signature	Student Signature	Date of next meeting

Appendix 4 Staff training and development 1516 & 1617 & 1718 ,1819, 1920, 2021, 2122 & 2023.

1516

Title	Date	Attendees
UKCISA Preparing for Enrolment	25.02.16	Sharon Farrant Chris Caddamy
UK NARIC	06.04.16	Sharon Farrant
UKCISA Preparing for Enrolment	26.04.16 Internal training	Student Services Student Data Admissions
AoC International Conference	09.06.16	Alexandra Miller
UKCISA Framework for Fees 1617 v3	21.07.16	Sharon Farrant Tom Grayling
UKCISA Framework for Fees 1617 v3	22.08.16 Internal training	Student Services Student Data Admissions

1617

Title	Date	Attendees
UKCISA Basic Tier 4	20.10.16	Daniel Place
UK Naric Conference	21 & 22.11.16	Daniel Place
UKCISA Assigning a CAS	29.11.16	Daniel Place
UKCISA Advising on Tier 4 Applications (1)	06.12.16	Daniel Place
UKCISA P813 Tier 4 & Sponsor Compliance	18.01.17	Alexandra Miller
UKCISA Enrolment & Immigration	08.02.17	Daniel Place

1718

Title	Date	Attendees
UK NARIC Conference	20/11/17	Helen Richardson-Hulme
UK NARIC Conference	21/11/17	Sharon Farrant
UK NARIC L2 International Admissions Course	20/03/18	Daniel Place
UKCISA Home Office Audit Survival and Preparation Course	15/04/18	Daniel Place

1819 – completed and scheduled

Title	Date	Attendees
UK NARIC Conference	07.11.18	Daniel Place
GDPR & immigration work in the education sector	16.11.18	Daniel Place
UKVI audits: preparation and survival	05.12.18	Helen Richardson-Hulme
UKCISA Preparing for Enrolment	08.02.19	Alexandra Miller
UKCISA Members' Seminar	13.02.19	Sharon Farrant
Stop Press: recent changes and issues	30.05.19	Daniel Place
EU Settlement Scheme	26.06.19	Daniel Place
UKCISA Framework for Fees	19.07.19	Alexandra Miller

1920

Title	Date	Attendees
UK NARIC Conference	04/05.11.19	Sharon Farrant
UKCISA Short-term study visa refusals	21.11.19	Daniel Place

2020

Title	Date	Attendees
UK Points-Based Immigration and COVID Webinar with the Home Office	30/4/2020	Sharon Farrant and Daniel Place
Q & A with the Home Office - UKCISA	29/10/2020	Sharon Farrant and Daniel Place
Immigration Update with the Home Office	13/11/2020	Sharon Farrant
EEA Student Fees and Marketing Webinar	16/11/2020	Daniel Place

2021

Title	Date	Attendees
UK NARIC – EEA Update	20/1/2021	Sharon Farrant
AoC Brexit Implications for Colleges	9/2/2021	Sharon Farrant
AoC Student Finance after Brexit	10/2/2021	Sharon Farrant
UK NARIC Webinar – The New Student Visa Route	24/2/2021	Helen Richardson-Hulme, Sharron Farrant and Daniel Place.
UK NARIC webinar – Basic compliance assessment	17/03/2021	Helen Richardson-Hulme
UKCISA – Intro to Student Route Training	19/3/2021	Alexandra Miller
UKCISA – Student Route Financial Requirements	22/4/2021	Alexandra Miller
UKCISA Webinar on Student Graduate Route	30/4/2021	Sharon Farrant
UKCISA training: Student route essentials	05/05/2021	Helen Richardson-Hulme
UKCISA Webinar: Assigning a CAS under the new Student immigration route	13/10/2021	Helen Richardson-Hulme
UKCISA Webinar: Introduction to the Student route	20/10/2021	Helen Richardson-Hulme

2022

Title	Date	
City of Sanctuary – Supporting new Afghan arrivals at FE Colleges Webinar	27.01.2022	Alison Honeybone Alexandra Miller Sharon Farrant
China Secondary Qualifications	09.03.2022	Alison Honeybone
ECCTIS – Evaluating International Students – an Introduction for Admission Staff Webinar	28.03.2022	Alison Honeybone
ECCTIS - Navigating UK Compliance Requirements - an Introduction for Admissions Staff Webinar	28.03.2022	Alison Honeybone
ECCTIS Basic Compliance Assessment and English	30.03.2022	Alison Honeybone

Title	Date	Attendees
Language – an Introduction for Admissions Staff Webinar		
ECCTIS Education in Ukraine Webinar	04.04.2022	Alison Honeybone

2023

Title	Date	Attendees
AoC Immigration and Student Visa Webinar	23/01/2023	Helen Richardson-Hulme Sharon Farrant
UK ENIC Annual Conference	20.02.2023	Sharon Farrant Daniel Place
Norfolk CC: The Journey of the Unaccompanied Minor	6.6.2023	Daniel Place

Appendix 5
Excerpt from Points Based System: Guidance for Sponsors
Document 2: Sponsorship Duties
Version 9/21 - This guidance is to be used from 29th September 2021

Academic progression

5.20 The academic progression rule is in place to ensure that students are progressing academically if they wish to study a further course in the UK, and are not merely seeking to extend their stay in the UK.

Who is exempt?

5.21
A student does not need to show academic progression if:
a. they are making a Child Student application in the UK or overseas;
b. they are making their first Student application;
c. they are making a Student application overseas;
d. they are making a first application to move to a new institution to complete an existing course commenced at a Student sponsor that had its licence revoked (including Tier 4);
e. they are applying to resit an examination, repeat a course module (1) or repeat an academic year, or they have previously re-sat examinations, repeated modules or repeated an academic year and require leave to remain to complete the course in respect of which those examinations were re-sat, modules repeated or academic year repeated;
f. they are applying to complete the PhD or other doctoral qualification for which study was undertaken in the last grant of permission under the Student route (including Tier 4), in the UK or overseas;
g. they are applying to undertake a role as a Student Union Sabbatical Officer, or to complete the qualification for which they were last granted permission as a Student (including Tier 4) after a period as a Student Union Sabbatical Officer;
h. they are applying as a postgraduate doctor or dentist on a recognised Foundation Programme; or
i. they are applying for permission to stay in order to undertake a study abroad programme or work placement or they have previously completed a study abroad programme or work placement and require a further period of permission to complete their course.
j. they are undertaking an integrated masters or PhD programme and are continuing to study their course but at the level of the lower level qualification (for example, an integrated masters student continuing on the bachelors programme)

5.22
If a student is exempt from demonstrating academic progression, the sponsor must confirm this and set out why in the CAS. Caseworkers may request further evidence when deciding applications.

5.23
If a student is applying in the UK as a differentiated applicant, the sponsor must explicitly confirm that they have completed their previous course of study on the CAS for academic progression to be considered to be met. Caseworkers may request further evidence when deciding applications.

5.24

If a student is applying for the purposes of re-sitting a single or multiple examination(s) or repeating a single or multiple module(s), or because they have previously done so, the sponsor must state this (and whether they are/have re-sat examinations or are/have repeated modules) in the CAS. If the student has changed their course without completing their previous course (having met the relevant requirements to do so), they must submit transcripts to show that they have previously sat the exam/s or taken the module/s to support their application, in respect of the course they changed to, not the previous course.

How can a student meet the academic progression requirement?

5.25
To meet the academic progression requirement, the student's new course must normally be above the level of the previous course for which they were granted permission under the Student route. For example, a student's student may not take the same exam or module more than three times unless their sponsor has Student sponsor status. If a previous course was at RQF6 (and equivalents), their next course should be at least at level RQF7.

5.26
If a student has successfully completed an integrated master's or PhD programme, leading to the award of the lower level of the two qualifications that may be awarded, and is applying for a new course which leads to the award of a qualification at a higher level than the qualification awarded, this would meet the academic progression requirement (for example, a student who completes an integrated masters programme with a bachelors qualification, then applies for a masters programme, would meet the academic progress requirement).

5.27
In certain circumstances a student may be able to continue to study at the same level (see 'Studying at the same level'). However, if the student's new course is at a lower level than the previous course, it will not represent academic progression and any application to extend their leave will be refused.

 5.28
The student must also meet one of the following requirements:
a. they must have successfully completed (meaning they have achieved the qualification for which they were studying) the course for which they were last granted permission under the Student route (including Tier 4) or, if they have changed courses with the same sponsor, the course they changed to; or
b. they must be applying to progress from:
i. a Bachelors to Masters level course as part of an integrated Masters course, or
ii. a Masters to PhD level course as part of an integrated Masters and PhD programme; or
c. they must be applying to pursue an intercalating year as part of their medical, dental or veterinary science degree, or they are returning to their original course having completed their intercalated year.

Applying for an integrated course
5.29
A student can demonstrate academic progression if they are moving from the lower level to the higher level of an integrated Masters course or an integrated Masters and PhD programme. The sponsor must undertake an assessment of the student's academic ability to complete the higher level course before assigning the CAS and must confirm this in the CAS.

5.30

The course must be a fully integrated course; it cannot be two separate courses placed back to back and there must be no option to undertake the two courses separately at the same sponsor. For example, if the course is an integrated Masters course in Engineering, the student cannot also have the option to undertake a Bachelors and Masters in the same course separately, which they could otherwise take consecutively.

In order to grant permission, the caseworker must be satisfied that the course is integrated. If not, they may request further information or permission may be refused. 5.31 A sponsor will face compliance action if they do not make an assessment of the student's ability to complete the higher level course before issuing a CAS. This change will be kept under review after introduction to ensure it is not being abused.

How can a student demonstrate academic progression?
5.32
A student can demonstrate having successfully completed their course by having received the award or, where the formal award has not yet been issued and the student is studying a course at degree level or above at a sponsor which is a HEP with a track record of compliance, through formal written confirmation.

5.33
In order to provide formal written confirmation, the current sponsor must make an assessment of the student's academic ability to complete their current course successfully. The confirmation provided should state that, based on the assessment and the student's performance throughout the course, the sponsor considers that the student is highly likely to complete their course successfully. It should also give an indication of when the qualification will be awarded.

5.34
The sponsor assigning the CAS should note on the CAS that their offer is based on formal written confirmation from the current sponsor. In the event that the student does not successfully complete their first course, the sponsor assigning the CAS will be required to notify UKVI and withdraw sponsorship of the student. Abuse of the ability to provide formal written confirmation, or failing to withdraw sponsorship, may result in compliance action being taken by UKVI.

5.35
If a student has failed to successfully complete their previous course or is not applying to progress from the lower to higher level of an integrated Masters course or integrated Masters and PhD programme, or an intercalating student, they will not be able to demonstrate academic progress and will have to apply from overseas if they wish to make an application for permission on the Student route to study a new course. A student who has been studying A-Levels and achieves a qualification in at least one of the subjects they have been studying, will be considered to have successfully completed their course. 5.36 Qualifications obtained through supplementary study cannot be relied upon by a sponsor or a student to show academic progression.

5.37
If a student has been studying a pre-sessional English language course and then applies to study a substantive course, that will be considered to be academic progression. If an applicant who has completed a substantive course then wishes to undertake a pre-sessional English language course at a lower level, before another substantive course, this will represent academic progression if:
a single CAS has been assigned to cover both the pre-sessional course and the substantive course; and
• the substantive course is at a higher level than the previous course for which they were last granted permission on the Student route. In all other circumstances, undertaking a lower level English language course between two substantive courses will not represent academic progression.

5.38
A Student is permitted to undertake an intercalated bachelor's or master's degree course or PhD where they are studying medicine, veterinary medicine and science, or dentistry. If a Student requires further permission to intercalate (at the same or a different sponsor) or to complete their course, having completed a period of intercalation, this will be considered to be academic progression and the Student will be able to apply from within the UK.

5.39
If a medicine, veterinary medicine and science or dentistry student has existing permission and:
• wants to intercalate at a different sponsor; or
• is returning to complete their course after intercalating at a different sponsor they do not need to make a new application. The current sponsor must notify their Account Manager or the Educator's Helpdesk (if they are not a premium sponsor) who will update the Home Office IT system to reflect that a different sponsor is teaching the student. The sponsor who is teaching the student will be responsible for the sponsorship duties from the time the student moves to them and during that period. If intercalating at a different sponsor, during this time the sponsor teaching the student must make any relevant reports via their Account Manager or the Educator's Helpdesk. If a student is intercalating at the same sponsor, they do not need to make a new application; the sponsor must report a change of course via the SMS, specifying this was for the purpose of intercalating.

5.40
The following circumstances are examples of where the student meets the academic progression rule:
• Student is progressing from A-levels (RQF 3) at an independent school to a bachelor's degree (RQF 6) at an HEP with a track record of compliance.
• Student is progressing from a bachelor's degree (RQF 6) to a master's degree (RQF 7). Studying at the same level

5.41
If the student's new course is at the same level as the previous course, it may exceptionally be considered to represent academic progression if the course is at degree level or above; the sponsor teaching the course is an HEP with a track record of compliance and:
a. the new course is related to the previous course for which the student was granted permission on the Student route (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation); or
b. the student's previous and new course combined, support the student's genuine career aspirations.

5.42
If a student is studying at an embedded college, they will not be able to rely on this exception. They must be applying to study a course at a higher level than the previous course if they are applying within the UK.

5.43
In order to establish whether or not a student applying to study a course at the same level meets this requirement, UKVI will take into account all relevant factors, including the following points. This is not an exhaustive list, and will not be appropriate in every case:

• The level of the course.
• The subject matter of the new and previous courses.
• The applicant's education history.
• The credibility of the applicant's rationale for wishing to study the new course.
• Whether the HEP sponsor with a track record of compliance sufficiently explains why the student is applying to study a course at the same level

5.44
The following circumstances are examples of where the student is likely to be considered to meet the exception to the academic progression rule, as long as their sponsor provides a strong justification:
• Student has completed a master's degree in Modern Languages (RQF 7) and wishes to study a master's degree in Latin American Studies (RQF 7) in order to deepen their specialist knowledge or to prepare better for doctoral study or a career in academia and research. In this case, there is a clear connection between the previous course and the new course.
• Student has completed a master's degree (RQF 7) in Environmental Policy and wishes to study a Master of Business Administration degree (RQF 7), and the HEP with a track record of compliance confirms that the two courses in combination support the student's career aspirations in the energy industry. The student may be asked for evidence to demonstrate that they are pursuing a career in this field.

5.45
An example of where the student is unlikely to meet exception to the academic progression rule is where a student has completed an accountancy qualification (RQF 7) and is applying to study a master's degree (RQF 7) in music, as the two fields are unrelated.

Sponsor duties
5.46 When assigning a CAS to a student required to show academic progression, the sponsor must confirm on the CAS that the student meets the requirement, and how. Where the sponsor is an HEP with a track record of compliance which has chosen exceptionally to assign a CAS to a student wishing to extend their leave who is applying to study a second course at the same level, the HEP must justify its decision by explaining its rationale on the new CAS. This explanation must include confirmation that either the new course is related to the previous course (meaning that it is either connected to the previous course, part of the same subject group or involves deeper specialisation) or the student's previous and new course combined, support the student's genuine career aspirations, and why. Abuse of this exception to the requirement to be moving up an academic level will be regarded as immigration abuse and compliance action may be taken against the sponsor.

5.47
If a student is leaving an integrated masters or PhD programme having successfully completed the course leading to the award of the lower level of the two qualifications it would be possible to be awarded by completing the course, the sponsor must submit a report through SMS confirming that the student will be completing with the lower level qualification.

5.48
UKVI may take compliance action against a sponsor if:
• they assign a CAS without properly assessing a student's academic progression.
• they are required to confirm a student's academic progression on the CAS, and do not.
• they abuse the exception to the requirement to be moving up an academic level.
• when assigning a CAS for an integrated Masters course or integrated Masters and PhD programme, they do not make an assessment of the student's ability to complete the higher level course before issuing a CAS.

• they abuse the ability to provide formal written confirmation, or fail to withdraw sponsorship in the event that the student does not successfully complete their first course

(1)   A student may not take the same exam or module more than three times unless their sponsor has Student sponsor status.

Appendix 6

Excerpt from Rules, Regulations and Procedures for Students 2023/24

4.6 International students

The College holds a strict no-refund policy. The student will be liable for the entire fee, even if they withdraw before the end of the course.

Students are required to pay a 25% deposit at enrolment and this is non-refundable.

However, a Student Visa and Short Term Study Visa student is required to pay the full tuition fee (if it is a year long course) or the first year fees if it is a longer course, prior to issuing a CAS (confirmation of Acceptance to Study) or unconditional offer letter (applicable to short term study visa.

Appendix 7

Workers, Temporary Workers and Students: guidance for sponsors Appendix D: keeping documents – guidance for sponsors

Part 5: for each migrant enrolled under the Student route or Child Student route (including migrants previously enrolled on Tier 4)

a. Copy of each sponsored migrant's current passport. You must copy all pages showing any personal identity details including biometric details, stamps, or immigration status document including their period of permission to stay in the UK. This must show the migrant's entitlement to study with a licensed sponsor in the UK if the applicant has been issued a vignette for travel.

EEA nationals (who have a biometric passport) applying from overseas under the Student or Child Student routes using the ID Check app will receive an eVisa (a digital version of their immigration status information) rather than a vignette and a physical biometric residence permit (BRP). The validity of the Student or Child Student permission will be confirmed on the eVisa. They will be subject to the requirements of the Immigration (Biometric Registration) Regulations 2008.

All applications for permission to stay made from 09:00 14 December 2021 on the Student route using the ID Check app will result in an eVisa if granted. Visa nationals using the ID Check app for such applications will also receive a BRP.

Non-visa nationals using the ID Check app will only receive digital status. Applicants who are unable to use the ID Check app will receive a BRP only.

Those with an eVisa can prove their status by accessing the following link https://www.gov.uk/view-prove-immigration-status. Students with this status can obtain a share code which can be used to prove an individual's immigration status.

You must always check the date on which the migrant entered the UK, to ensure they entered during the validity of their Student or Child Student permission and therefore can study. If a student enters the UK before the start date stated on their Student or Child Student permission, they will not have entered on the basis of their Student or Child Student permission and will not be able to commence their studies. They will need to leave the common travel area and re-enter on or after the start date on their Student or Child Student permission to activate their Student or Child Student permission.

If the migrant is an EU national, EEA national or a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea, Switzerland or the United States of America, they may enter the UK through an automated e-Passport gate ('e-Gate') if they hold valid permission confirmed by digital status or a vignette or BRP. In such cases, they will not have an entry stamp in their passport which states the entry date.

If the student does not have an entry stamp, you must still check the date of entry by asking to see other evidence such as, but not limited to, e-tickets or a paper or electronic boarding pass. You must then record that the date the student entered the UK, but do not have to retain evidence of the date of entry.

b. Copy of the migrant's BRP or eVisa. Where a Student or Child Student has an eVisa, you must keep an electronic copy of this using the view and prove service. If the migrant has both an eVisa and a BRP, you can choose which to keep a copy of in order to meet record keeping duties. Sponsors may consider it best practice to check the full decision notice for details such as work rights for sponsored students who hold an eVisa, but doing so is not a requirement under record keeping duties.

c. Record of the migrant's absence/attendance, this may be kept either electronically or manually.

d. A history of the migrant's contact details to include UK residential address, telephone number and mobile telephone number. This must be kept up to date with any changes to these details.

e. Where the student's course of study requires them to hold an Academic Technology Approval Scheme (ATAS) clearance certificate, you must keep a copy Appendix D: keeping documents - guidance for sponsors - version 04/22 - page 17 of 17 of the certificate or the electronic approval notice received by you, from the Foreign and Commonwealth Office. If the Student is exempt from providing an ATAS certificate due to their nationality, you do not need to request an ATAS certificate from the Student.

f. If you are a Higher Education Provider (HEP) endorsing a migrant under the Tier 1 Start-up route, you must keep evidence of the selection process that resulted in that endorsement.

g. For migrants in the Child Student category who are going to be cared for in the UK in a private foster care arrangement during their stay, you must, as soon as you become aware of the migrant's arrival, provide details of the name of the foster carer and of the address where the foster carer and the migrant will be living, to the local authority in whose area the child will be living. In addition, where a Child Student is already in the UK and a private foster care arrangement subsequently commences, you must provide details of the name of the foster carer and the address where the foster carer and the Child Student will be living, to the local authority in whose area the child will be living as soon as you become aware of the change in their care arrangements. This is to ensure that the local authority is made aware of the arrangement as soon as possible. You must keep a record of the notification to the local authority.

h. Copies or originals where possible of any evidence assessed by you as part of the process of making an offer to the migrant; this could be copies of references, or examination certificates. Higher Education Providers with a track record of compliance must keep records of the documents used to obtain the offer for their students at degree level or above but these documents do not need to be submitted with the Student's visa application.