Leading education and social research
Institute of Education
University of London

Briefing Document for IOE staff

Reporting requirements on international students under Tier 4 of points based immigration system from 22 Feb 2010

1. Context

a. Under the terms of our sponsor's licence agreement with UK Border Agency (UKBA), from 22 Feb 2010 the Institute is required to carry out new duties relating to international students in two areas:
   i. New procedures for issuing documents to enable a student to obtain a visa;
   ii. New procedures for tracking unauthorised student absence, reporting any significant changes to UKBA.

b. Failure to meet these requirements may result in the withdrawal of our licence, meaning we will not be allowed to enrol any international students who require a student visa to study with us.

c. Students issued a student visa after 22 Feb 2010 **are** subject to the new procedures. Students who possess a student visa issued before 22 Feb 2010, or who are on a visa which is not a student visa, **are not** subject to the new procedures.

2. Sponsor Duties

a. **What is a 'sponsor'?**
   A 'sponsor' is an employer or educational provider who has been granted a licence by UKBA to bring migrants into the UK to work or study. By sponsoring a student we are affirming that the student is eligible to study with us and that we genuinely wish to take them on.

b. As 'sponsor' we accept responsibility for ensuring any student coming to study with us:
   i. meets the academic entry requirements;
   ii. continues to study with us in line with the terms of their visa.

c. Where we are not the 'sponsor' of an international student, we have no responsibility to track or report on them.

d. In order to keep our sponsor licence, we must comply with the following duties:
   i. Keep a copy of all non-European Union students' passports showing evidence of their entitlement to study and the period of their leave to remain in the UK;
   ii. Keep each student's contact details and update them as necessary;
   iii. Report to UKBA any student who fails to enrol on their course within the enrolment period;
   iv. Report to UKBA any student who discontinues their studies (including deferrals of study);

v. Report to UKBA any significant changes in the migrant's circumstances (for example, if the duration of a course of study shortens);
vi. Report to UKBA any student who misses 10 consecutive expected points of contact during the course of their studies.

e. In order to comply with these duties we are required to:
   i. Keep additional specific data relating to international students (see the 'biographical' tab on QLV4 for new section called 'UK Border Agency Student Details');
   ii. Monitor students' attendance and progress, reporting significant changes to UKBA.

3. Visa documents – Certificate of Acceptance of Study (CAS)

a. From 22 Feb 2010 onwards any student wishing to study with us who requires a student visa, is issued with a 'Certificate of Acceptance of Study' (CAS). The CAS is issued by Registry or the Doctoral School, and replaces the 'visa letter' issued previously.

b. **What is a CAS?**
   A 'CAS' is a unique ID number issued to students to enable them to apply for a student visa. They cannot apply for a student visa without it.

c. **When is a student issued a CAS?**
   Either
   i. on acceptance of an unconditional offer of a place at the IOE; or
   ii. if they wish to extend their visa in the UK to continue their course at the IOE.

d. **How is a student issued a CAS?**
   Authorised Registry/Doctoral School administrators request a CAS via the Sponsor Management System (SMS) by submitting a student's personal details, course information and payment of £10.

e. **What is the Sponsor Management System?**
   The SMS is an online facility to request a CAS from UKBA and also to manage existing CASs'.

4. Reporting requirements

a. **Who is responsible for monitoring and reporting what?**
   Responsibility for monitoring and reporting is Institute wide, across Registry, Doctoral School and faculties (see Annexe A and B):
   i. Registry sections are responsible for monitoring enrolment and programme deferrals/interruptions. In the case of students undertaking a research programme, special course, PhD, EdD, MRes, DEdPsy, Associateship, the Doctoral School is responsible.
   ii. Registry is responsible for holding the central record of attendance and progress monitoring data collected from faculties, and for reporting significant changes to UKBA.
   iii. Faculty course administrators are responsible for module registration, monitoring attendance, supervisor meetings, submission deadlines, examination sittings and reviews, and reporting regularly to registry.

b. **Do we need to monitor all international students?**
No. Students issued a CAS after 22 Feb 2010 **are** subject to the new procedures. Students who possess a student visa issued before 22 Feb 2010, or who are on a visa which is not a student visa, **are not** subject to the new procedures.

c. **How do we know which students need monitoring?**
Registry will provide administrators with a list of the students whose attendance and progress is to be monitored.

d. **How do we monitor attendance and progress?**
Annexe B sets out expected points of contact for students during the course of their studies. Registry will provide course administrators with a spreadsheet (Annexe C) to complete and return every two weeks, to report if students have met or missed an expected point of contact.

e. **When is it necessary to report a student to UKBA?**
In the following circumstances a student will be considered to have broken the terms of their visa and will be expected to leave the UK. Registry is required to report to UKBA within 10 working days if:
   i. A student fails to enrol on their course within the enrolment period;
   ii. A student interrupts or withdraws from the course;
   iii. There is a significant change in the student's circumstances (eg if the duration of the course shortens);
   iv. A student misses 10 consecutive expected points of contact.

f. **What constitutes 'missing an expected point of contact'?**
   i. A student misses a class/supervisory session and fails to contact the IOE with an adequate explanation.
   ii. A student fails to meet an assignment deadline and has not agreed an assignment deadline deferral.
   iii. A student fails to sit an exam and has not provided an adequate explanation.
   iv. A student fails to show at a scheduled review meeting without an adequate explanation.

5. Any questions?

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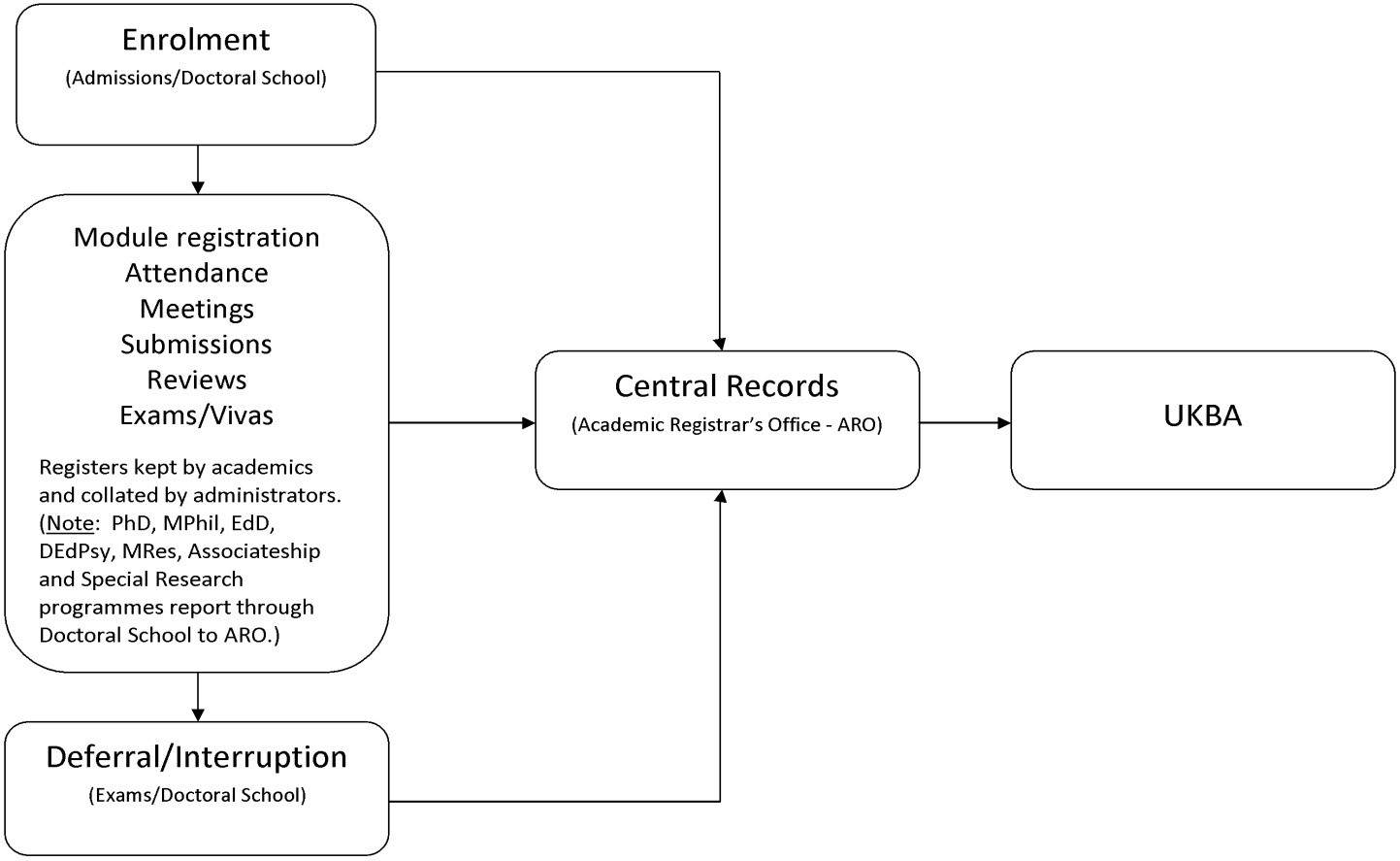
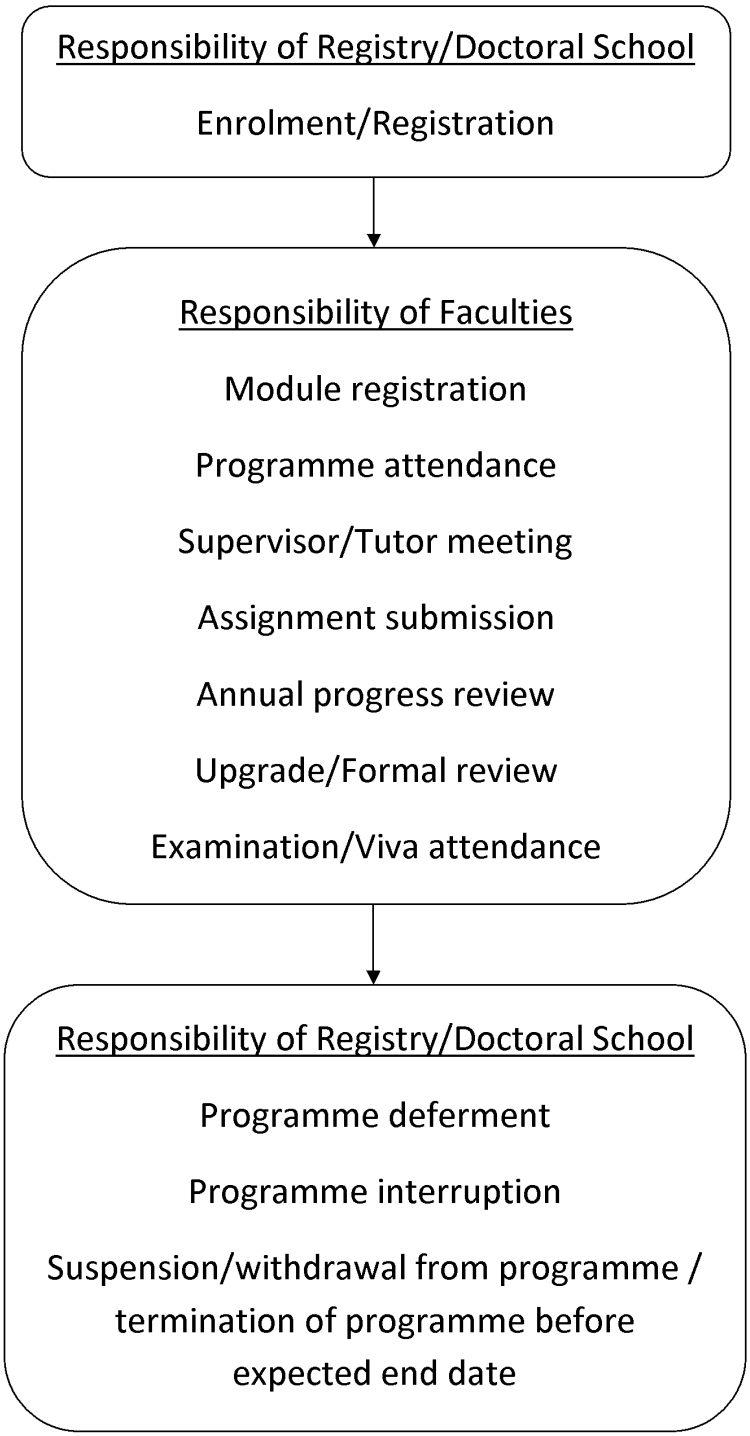
Annexe A
Reporting Chain



Annexe B

Expected points of contact



Annexe C

Reporting format

	25/01/2010 Week 1									01/02/2010 Week 2								
	Attendance									Attendance								
	M	T	W	T	F	S	Assign	Exam	Review	M	T	W	T	F	S	Assign	Exam	Review
Joseph Mali	Y	A	N															
Alan Jones				Y							Y			Y				

Each time an expected point of contact occurs for an individual, administrators are required to confirm one of the following:

Y - if a student has attended/met a deadline;

A - if a student has not attended/met a deadline but they have satisfactorily explained the absence;

N - if a student has not attended and has supplied no explanation and their absence/failure to meet a deadline/sit an exam has not been authorised.