



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

***Tier 4 Student Policy
And Human Resource (HR) Practice***

Stranmillis University College will implement and follow the policies and procedures outlined in this document to comply with the Points Based System, Highly Trusted Sponsor status and Immigration Legislation.

These policies and procedures will be monitored primarily by Stranmillis University College. Further monitoring will be carried out by Stranmillis University College.

Monitoring Highly Trusted Sponsor (HTS) Status

In order to maintain HTS status Stranmillis University College has to provide evidence we are complying with HTS criteria. Stranmillis University College will keep this evidence up to date and readily available for inspection by the UK Border Agency (UKBA). In the HTS evidence file the following documents will be held:-

1. Copy of valid accreditation from Department of Education for Northern Ireland (DENI)/Education and Training Inspectorate (ETI).
2. Copy of valid inspection reports/audits carried out by above mentioned body.
3. Evidence that course of study offered to T4 student meets Home Office criteria.
4. Records of those attending the course.
5. Evidence that T4 student is both intending and is able to study in the UK.
6. Record of Tier 4 students failing to enrol as expected.

Monitoring Immigration Status Policy (part one)

The Student File

Each Tier 4 student will have a Human Resource File which will include an immigration section. Stranmillis University College will keep these files up to date and readily available for inspection by UKBA and in this file the following documents will be held:-

1. Copy of the Tier 4 student's passport including front cover and photograph page.
2. Copy of their student visa clearly stating/showing entry clearance and expiry date.
3. Copy of their biometric card/biometric residence permit where available.
4. Copy of Certificate of Acceptance to Study (CAS) issued to Tier 4 student.
5. Their current contact details and previous addresses in UK.
6. Evidence that items 1-5 regularly checked to ensure they are current.
7. Evidence of Tier 4 student enrolment.
8. Copy of course details/level and duration.
9. Course timetable and evidence of Tier 4 student's attendance.
10. Coursework submitted and examinations undertaken by Tier 4 student.
11. Tier 4 student records, including date/time and attendance at one to one/pastoral care meetings.
12. Evidence that Tier 4 student is qualified to undertake course, i.e. copies of previous qualifications and references.
13. Evidence of Tier 4 student's professional registration/accreditation where applicable, including ATAS.
14. Evidence that appropriate Tier 4 student funding is in place, required prior to CAS issue.
15. Documented proof of Tier 4 student's ability to speak English where applicable.

Monitoring Immigration Status Policy (part two)

The Monitoring Procedure

The Electronic Diary

In addition to the Tier 4 Student's file an electronic diary system will be used to monitor relevant expiry dates. Stranmillis University College will enter the actual expiry dates and will also enter an electronic reminder three months in advance of each expiry. These reminders will be acted upon immediately by informing the student where necessary and/or obtaining sight and copy of original documentation.

The expiry date of the following documents and a reminder for each will be entered into the electronic diary system.

In relation to Tier 4 Students:

1. Passports
2. Visa (leave to enter/remain)
3. Biometric Card/Biometric Residence Permit (if issued)
4. Certificate of Acceptance to Study

In relation to Stranmillis University College:

5. Highly Trusted Sponsor status

The diary will be checked daily at first log in. Any reminders will be acted upon immediately

Maintaining Tier 4 Student Contact Details Policy

Stranmillis University College will keep up to date the following records on the Stranmillis University College IT System and a hard copy in the Human Resource file.

1. Tier 4 student's Name
2. Tier 4 student's Address, including history of all UK addresses.
3. Tier 4 student's Contact Telephone Numbers

This list will be made available to UKBA staff on request.

The accuracy of the detail on this list will be updated each semester by Stranmillis University College. This will be done by asking each Tier 4 student to confirm their current contact details at their pastoral care meetings. Any change in their details will be noted/updated on their file immediately.

In addition to the above **each student will be informed in writing at the beginning of the academic year that they must notify Stranmillis University College in writing within 10 working days of any changes in their contact details.** As stated above any changes in contact details will be amended on the Stranmillis University College IT system and a copy kept in their file.

Student Tracking and Monitoring Policy

Stranmillis University College will manage and track all Tier 4 Students using the following procedure:-

1. Monthly appraisals/meetings will be carried out by course tutor with all Tier 4 students. Tier 4 students will also be monitored by course attendance records.
2. If a Tier 4 Student is absent from college without prior consent for 10 expected contacts the following procedures will apply.
 - a. Stranmillis University College will telephone the student using the contact details held on file. This will be done as per the standard Stranmillis University College rules regarding notification of absences from college. If contact is made and a satisfactory explanation given no further action will be taken. If the student notifies Stranmillis University College they will not be returning to study, Stranmillis University College will notify the UKBA within 10 working days.
 - b. If contact cannot be made by telephone the student should be visited at their contact address. If a satisfactory explanation can be given no further action will be taken. If the student does not intend to return to college Stranmillis University College will notify the UKBA within 10 working days
 - c. If there has been no contact made using the above process Stranmillis University College will write to the student at their address on file. If satisfactory contact is made no further action will be taken. If no contact is made or the student notifies Stranmillis University College they do not intend to return to college Stranmillis University College will notify the UKBA within 10 working days
 - d. If, after 10 working days, there has been no successful contact made with the student Stranmillis University College will contact the UKBA within a further 10 working days.
3. If a Tier 4 student does not show up for their course enrolment and no reason or excuse is given, the UKBA will be notified by Stranmillis University College within 10 working days of the original enrolment date.

4. If a Tier 4 student states they are discontinuing or deferring their study or they fail to meet standard required to continue being sponsored for their study in the UK Stranmillis University College will notify UKBA within 10 working days.
5. If the expected duration of the Tier 4 student's course of study shortens or there is any other significant change in circumstances Stranmillis University College will notify the UKBA within 10 working days of such event.
6. Stranmillis University College will report any concerns regarding Tier 4 student breaching the conditions of their leave in the UK.
7. Stranmillis University College will report any concerns regarding criminality, terrorism etc to the PSNI immediately.

All notification to the UKBA as stated above will be done via the Sponsorship Management System within 10 working days of the trigger event.

This policy will be distributed to all administrative staff on all sites attended by Tier 4 students and the requirements explained to them.