



POLICY ON UKVI TIER 4 COMPLIANCE

Applicable to all cohorts

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Copies and alternative formats may be obtained from the
Student Administration and Support Division on request

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GLOSSARY OF TERMS

APR	Annual Progress Report. Online portal whereby research students' progress is recorded and monitored.
ATAS	Academic Technology Approval Scheme. A UK Home Office scheme designed to prevent those undertaking postgraduate study from acquiring knowledge that could be used in Weapons of Mass Destruction (WMD) activities.
BRP	Biometric Residence Permit. An identity card, issued separately but to be taken in conjunction with the holder's passport, which indicates the basis and extent of their current leave to remain in the UK, and holds a series of their biometric data.
CAS	Confirmation of Acceptance for Studies. An electronic certificate (identified by a unique number) that is issued to a prospective student by a Higher Education Institution (HEI) in order so that they may use it in part support for an application for leave to remain in the UK as a Tier 4 (General) Student under the UK Home Office's Points-Based Immigration System. A HEI must be satisfied that the prospective student meets a number of strict criteria before it can issue a CAS.
DES	Doctorate Extension Scheme. A UK Home Office scheme designed to give students who have almost completed their PhD qualification an additional 12 months of Tier 4 leave in which to look for and engage in employment in the UK.
EEA	European Economic Area. An area of free movement comprised of 27 of the 28 European Union member states, plus Iceland, Liechtenstein and Norway.
ELC	English Language Centre. University department that offers a number of pre-sessional English Language programmes designed for international students who wish to enter undergraduate or postgraduate study.
HEI	Higher Education Institution.
International student	A student registered, or who is intending to register, at the University of Liverpool and who has been categorised by the University as 'overseas' for fee payment purposes. An international student may not be residing in the UK on a Tier 4 (General) Student visa, and may hold any nationality, including British and/or other EU/EEA member states.
IAG	International Advice and Guidance, based in Liverpool. A service providing professional and expert immigration advice to international students as well as support in other areas.
Liverpool Life	Online portal which, amongst other things, allows prospective and current international students to register on a programme of study, confirm their arrival on a UK campus and maintain their personal contact details.
PBS	The UK Home Office's Points-Based Immigration System. Tier 4 (General) Student is one of a number of immigration categories; other categories may relate to those with leave to remain in the UK as an employee, spouse or dependant.
PGR Toolbox	Online facility where, amongst other things, students on research programmes can record their monthly meetings with their research supervisors.
SAS	Student Administration and Support. Division of the University which holds responsibility for discharging many of the administrative compliance activities required of Tier 4 sponsor licence holders for registered international students.
SET	The Student Experience Team, based in London. A service providing professional and expert immigration advice to international students, with support from colleagues from IAG based in Liverpool.
SLN	Sponsor Licence Number. Unique number issued to all UK HEIs that hold a licence to sponsor Tier 4 international students. The University of Liverpool's SLN is N5WWG40J6.

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SMS	Sponsor Management System. An online portal that allows holders of a Tier 4 sponsor licence to request the issue and updating of a CAS, and to discharge their compliance reporting responsibilities.
Student Administration Centre	Located in the Foundation Building, the Centre handles a range of student administrative matters, including the receipt of immigration documentation as directed.
Tier 4	Category of the UK Home Office's Points-Based Immigration System under which a person may apply for leave to remain in the UK as a student.
Tier 4 student	An international student registered, or who is intending to register, at the University of Liverpool who holds, or who is applying/has applied for permission to hold, leave to remain in the UK as a Tier 4 (General) Student under the UK Home Office's Points-Based Immigration System.
UCAS	Universities and Colleges Admissions Service.
UK Home Office	UK government department responsible for immigration, counter-terrorism, police, drugs policy, and related science and research.
UKVI	UK Visas and Immigration. A Division of the UK Home Office responsible for making decisions on who has the right to enter and remain in the UK.
Visa vignette	A sticker placed in the holder's passport which indicates the basis and extent of their current leave to remain in the UK.

1. Introduction and summary

- 1.1 The University is licensed by the UK Home Office under Tier 4 of its Points Based System (PBS) to act as a sponsor of international students for visa purposes. By issuing a Confirmation of Acceptance for Studies (CAS) to a student, the University is stating that it wishes for the student to be granted permission to enter and remain in the UK to study at the University.
- 1.2 The main objectives of Tier 4 are:
- To help prevent abuse of the UK migration system
 - To help ensure students being sponsored are genuine and are complying with the immigration rules
 - To help identify and address patterns of student behaviour that might cause concern
 - To help sponsors take all reasonable steps to ensure compliance with the rules
- 1.3 As a licensed sponsor of international students, the University has specific duties and responsibilities to UK Visas and Immigration (UKVI) which it must discharge under the terms of its licence. This Policy prescribes how the University intends to discharge these responsibilities.
- 1.4 Unless otherwise stated, this Policy extends to all international students studying at all University campuses within the UK, including incoming taught exchange and visiting research students.
- 1.5 By joining the University community, students agree to abide by all its policies and procedures. Other University policies, procedures and documentation which are connected to the Policy on UKVI Tier 4 Compliance are set out below:
- Student Charter
 - Framework for Student Attendance
 - Fee Assessment Procedure for Applicants
 - Code of Practice on Assessment and its appendices

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- e) Postgraduate Research Code of Practice and its appendices
- f) Undergraduate Admissions Policy
- g) Postgraduate Taught Admissions Policy
- h) CAS Conditions of Issue
- i) Your Registration guide booklet, as applicable to cohort
- j) Your University student handbook, as applicable to cohort

1.6 As a licensed sponsor, the University is required to keep accurate records for all international students, including:

- a) Copies of passport pages
- b) Copies of visa vignette and/or Biometric Residence Permit (BRP)
- c) Up to date UK contact details, with full audit history
- d) Records of attendance and absence (authorised or non-authorised)
- e) Copies of entry qualifications and references
- f) Copy of Academic Technology Approval Scheme (ATAS) certificate, if required
- g) Evidence of any visa refusal and, if applicable, subsequent submission of appeal or administrative review

1.7 As a licensed sponsor, the University is required to conduct active checks regarding its international students and report the following changes in Tier 4 students' circumstances to UKVI:

- a) Failure to register within prescribed enrolment period
- b) Voluntary withdrawal from a programme, or a termination of studies
- c) Deferral or suspension of students, voluntary or otherwise
- d) Partial repeating of a year of study, with or without attendance, where the student will not be required to be in attendance for a period of more than 60 days
- e) Transfer of programme or research discipline
- f) Earlier than expected completion of programme
- g) Change of programme location (e.g. a work placement)
- h) Where it is known or suspected that a student is breaking the conditions of their visa
- i) Where a student moves into a different immigration category (e.g. Tier 1 or Tier 2)

1.8 Students are expected to assist the University in discharging its Tier 4 compliance responsibilities by cooperating with all reasonable requests for information and/or documentation.

2. Prescribed enrolment period

2.1 The prescribed enrolment period refers to the period of time provided by the University where students are expected to register, or in the case of continuing students re-register, on their programme of study or research. The period applies to all students on all programmes.

2.2 For students on taught programmes of study, the prescribed enrolment period will normally last for the first two calendar weeks of the autumn term in September/October. For programmes with different start dates, the prescribed enrolment period will run for two calendar weeks from the start date.

2.3 For students on research programmes, the prescribed enrolment period will extend for one calendar month following their expected registration date, as indicated in their offer documentation. Expected registration dates typically fall on the first Monday of each month, except in September where it can fall on any date, as appropriate.

3. Failure to register or re-register

New international students

- 3.1 Initial registration with the University is the first formal student interaction that will be monitored for Tier 4 compliance purposes. Section 8 provides more information regarding these expected interactions.
- 3.2 Initial registration requires international students to formally register their personal and academic details on the University's student record system (and in so doing agree to abide by all University policies, regulations and procedures), to confirm their arrival on a University campus via a secure, location-based system, and to provide original immigration and qualification documentation that satisfies the requirements in sections 4 and 5 of this Policy. International students will not be considered fully registered until all of these steps have been completed.
- 3.3 Where an expected international student entrant fails to register their details on the student record system and/or fails to confirm their arrival on a University campus within the prescribed enrolment period, the University's International and EU Admissions Team will undertake an investigation in consultation with the appropriate academic department or school.
- 3.4 Depending on the results of this investigation, the University will note the student's failure to register and, in some cases and subject to conditions, agree to defer a student's registration until the next available entry point. In such cases, the student's failure to register will be reported to UKVI via the Sponsor Management System (SMS) within ten calendar days of the end of the prescribed enrolment period. **In so doing, the University will withdraw the existing CAS and hence its current sponsorship of the student. Any later entry point or further application to study at the University would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**
- 3.5 In exceptional cases, and subject to agreement by the academic parties concerned, a registration date that extends beyond the end of the prescribed enrolment period may be negotiated between the student and the International and EU Admissions Team. Where agreed, the date will be entered onto the student's record and reported to UKVI via the SMS, whereupon monitoring of initial registration would continue in line with sections 3.2 to 3.4. **In these cases, the existing CAS will continue to apply.**
- 3.6 Where an expected international student entrant registers their details on the student record system and confirms their arrival on a University campus, yet fails to provide original immigration and qualification documentation that satisfies the requirements in sections 4 and 5 of this Policy by the end of the prescribed enrolment period, the Student Administration and Support (SAS) Division will undertake all reasonable steps to contact the student and request the documentation within a reasonable timeframe.
- 3.7 At stages following the end of the prescribed enrolment period, the University reserves the right to restrict international students' access to the Library and to the Liverpool Life computing services until such time that the student provides the required immigration and qualification documentation that satisfies the University's Tier 4 compliance responsibilities.
- 3.8 In the event that all reasonable steps to elicit the required documentation prove unsuccessful, or where further checks indicate that an international student is unable to place themselves in a compliant immigration position within a reasonable timeframe, the University reserves the right to defer a

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student's registration until the next available entry point and/or to de-register a student from their programme of study, in order to protect its Tier 4 sponsor licence. In such cases, the student's failure to register will be reported to UKVI via the SMS. **In so doing, the University will withdraw the existing CAS and hence its current sponsorship of the student. In most cases, this would require the student to leave the UK. Any later entry point or further application to study at the University would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

Continuing international students

- 3.9 All students are required to re-register at the beginning of each academic year of study within the prescribed enrolment period. Students on taught programmes of study are required to confirm their arrival on a University campus via a secure, location-based system (Liverpool Life) and confirm/update their personal contact details. Students on research programmes are required to have a complete Annual Progress Report (APR) for the previous academic session before they will be permitted to re-register for the current session.
- 3.10 Where an international student who is expected to continue into the next session fails to re-register within the prescribed enrolment period, the normal procedures for taking action will be followed by academic schools and faculties, which may result in the student being deemed withdrawn from their programme for administrative purposes. In such cases, the student's failure to re-register will be reported to UKVI via the SMS. **In so doing, the University will withdraw its current sponsorship of the student (where applicable, so curtailing their visa) and the student will be required to leave the UK (where the student remains in the UK). Any later agreement to recommence study at the University would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

4. Immigration documentation

- 4.1 For all international students, the University is required to verify the original and retain copies of their:
- Current passport, showing all personal identity (including biometric) details, leave stamps and/or immigration status documents; and,
 - UK Biometric Residence Permit
- 4.2 All visas issued under Tier 4 of the PBS must confirm the student's entitlement to study with the University of Liverpool. This will be normally be indicated by the inclusion of the University's Sponsor Licence Number (SLN), **N5WWG40J6**.
- 4.3 The requirement to provide the University with their immigration documentation as part of the registration process applies to all international students, not just those residing in the UK on a Tier 4 visa. This requirement is made clear to all international students in their pre-arrival and registration guidance documentation.
- 4.4 The task of verifying and copying immigration documentation is devolved across the University's administrative areas, at appropriate times in the academic year. Responsibility for ensuring compliance with this requirement falls within the Student Administration and Support Division (SAS). SAS also provides guidance and training annually (and upon request) to staff tasked with undertaking this activity.

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- 4.5 Where an international student is issued with a new passport or immigration document for any reason and at any stage during their studies, they must present all original documentation to the Student Administration Centre for verification and copying.
- 4.6 SAS is responsible for the regular monitoring of all international students' right to remain in the UK and, where necessary, will contact students for further information, documentation and/or clarification as to their current immigration status. Students are expected to comply with all reasonable requests for information and/or documentation when asked to do so. Where cooperation is not forthcoming, and in order to protect its Tier 4 sponsor licence, the University reserves the right to restrict international students' access to the Library and to the Liverpool Life computing services until such time that they provide the information requested, or to de-register any student who either fails to cooperate or is unable to produce acceptable evidence of their right to remain in the UK.

5. Academic qualifications

- 5.1 International students are required to have the original versions of the following documentation verified upon registering with the University:
- Degree certificate, including translations where appropriate; and,
 - Full academic transcript, including translations where appropriate; and,
 - Proof of English Language, where this has not been verified as part of the admissions process¹
- 5.2 As a result of the direct submission of qualifications and/or results to the University via UCAS or the applicable institution, the following groups of international students are exempt from supplying original academic qualification documentation upon registering with the University:
- Students progressing from Liverpool International College directly to the University of Liverpool
 - Students progressing from Xi'an Jiatong-Liverpool University directly to the University of Liverpool
 - Students entering on the basis of qualifications achieved at the University of Liverpool
 - Undergraduate students applying via UCAS where the applicable school or college has indicated that they will allow academic results to be imported to the University's systems via the Academic Board Linkage (ABL) scheme

6. Reporting duties

- 6.1 SAS will report to UKVI the following changes to Tier 4 students' registration status, once all necessary steps have been followed in accordance with due and established procedure:
- Voluntary withdrawal from a programme of study or research
 - Termination of students' studies or research following a determination of unsatisfactory academic progress (following the completion of all appeal procedures, or the lapse of the time permitted for appeal)

¹ Verifiable and secure English Language tests (SELTs) include the International English Language Testing System (IELTS), the Test of English as a Foreign Language (TOEFL) and Pearson's English Language test, all of which are verified during the admissions process

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- c) Withdrawal from a programme of study or research due to a lack of attendance and/or engagement (following the completion of all appeal procedures, or the lapse of the time permitted for appeal)
- d) Termination of students' studies or research following a decision laid down by the University's Board of Discipline or Fitness to Practise Panel
- e) Voluntary suspension of study or research, including for the purposes of undertaking a work placement that is not deemed an integral part of the substantive degree programme
- f) Involuntary suspension of study or research following a decision laid down by the University's Board of Discipline or Fitness to Practise Panel
- g) Termination or non-continuation of study or research as a result of a failure to pay outstanding University fees
- h) Failure to register or re-register (see section 3)
- i) Earlier than expected completion of programme (e.g. an earlier than expected completion of a research programme, or a downgraded registration which results in a shorter registration period)
- j) Requirement to repeat a failed year of study without attendance on campus
- k) Requirement to partially repeat a failed year of study with attendance on campus, where the student will not be required to be in attendance for a period of more than 60 days

6.2 In all circumstances above, the student's change in registration status will be reported to UKVI via the SMS. **In so doing, the University will withdraw its current sponsorship of the student (so curtailing their visa) and the student will be required to leave the UK. Where applicable, any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

6.3 SAS will also report to UKVI the following changes to Tier 4 students' registration status:

- a) Transfer into another programme of study or research discipline (that can be completed under the student's existing Tier 4 leave)
- b) Change of programme location (e.g. an integral work placement or period abroad)

6.4 The student's change in registration status will be reported to UKVI via the SMS within ten calendar days of being processed. **The reporting of the circumstances identified in section 6.3 will have no material effect on the student's Tier 4 visa.**

6.5 SAS will **not** report the following non-exhaustive list of events to UKVI:

- a) Any explained and authorised short-term² absence from study or research
- b) Any isolated instance or limited sequence of absence from timetabled activity³

² Normally no longer than four calendar weeks in this context

³ International students' attendance at taught scheduled activity is recorded and monitored in line with the University's Framework for Student Attendance, which outlines the standard for taking corrective action against poor attendance. Action against poor attendance that would result in one of the reportable events described in section 6.1 would be taken under an authority prescribed within either Appendix E of the Code of Practice on Assessment (Guide on the Progress of Students on Taught Programmes) or Appendix 3 of the Postgraduate Research Code of Practice (Policy and Procedures on the Academic Progress of Postgraduate Research Students).

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7. Tier 4 visa applications for currently registered students

- 7.1 International students residing in the UK who require an extension to their existing leave to remain in order to undertake a new programme at the University will be issued with a CAS as part of the admissions process.
- 7.2 International students residing in the UK who require an extension to their existing leave to remain in order to remain on their current programme must request a CAS from SAS no sooner than three months before their existing leave expires.
- 7.3 International students residing outside the UK who require new leave to remain in order to resume their current programme (e.g. following a period of suspension) must request a CAS from SAS no sooner than three months before they expect to return to their studies.
- 7.4 As part of any request for a CAS, international students will be required to complete a questionnaire and provide supporting documentation in relation to their immigration status and history.
- 7.5 International students are issued a CAS on the condition that they attend a 'Preparing your Tier 4 Visa Application' workshop hosted by International Advice and Guidance (IAG) in Liverpool, or, for students registered at the University of Liverpool in London, attend an appointment with the Immigration Support Officer based in the Student Experience Team (SET) in London. Students unable to attend either of the above, for example due to being outside the UK, are required to seek advice on their application from IAG prior to the CAS being issued.
- 7.6 Where necessary, an international student may be asked to provide IAG in Liverpool or the SET in London with additional documentation that relates to their Tier 4 application before a CAS will be issued. The University reserves the right not to issue a CAS where it is not satisfied that the student's Tier 4 application and/or supporting documentation would meet UKVI requirements.
- 7.7 Upon submission of a Tier 4 visa application inside the UK, the student is required to submit evidence of the application to SAS in order to prove that they continue to reside in the UK legally. Acceptable evidence of the application is limited to documentation provided at the conclusion of the online application process. Where evidence is not submitted, is deemed unacceptable or demonstrates that an application was made after the expiry date of the student's previous visa, **the University reserves the right to administratively suspend or withdraw the student from their programme of study, in order to protect its Tier 4 sponsor licence. SAS will report the student's change of circumstances to UKVI via SMS and, in so doing, will withdraw its current sponsorship of the student. The student will be required to leave the UK and any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

8. Expected interactions

- 8.1 As a licensed sponsor, the University is required to keep accurate records of student attendance and absence (authorised or non-authorised). The University discharges these responsibilities, and articulates the authority upon which action against poor attendance may be taken, under its Framework for Student Attendance, Appendix E of the Code of Practice on Assessment (Guide on the Progress of Students on Taught Programmes) and Appendix 3 of the Postgraduate Research Code of Practice (Policy and Procedures on the Academic Progress of Postgraduate Research Students).

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- 8.2 The University understands that a key feature of study is independent and self-directed learning for which students are monitored through their output of coursework submissions (including drafts), meetings with their tutors and/or supervisors, performance in formative and summative assessments and in their overall academic progress; not just by attendance at scheduled activities.
- 8.3 The following may constitute interactions, not just academic, for students on taught programmes of study:

Interaction	Timescale
Initial registration	September/October
Re-registration	Annually; September/October
Payment of fees	Throughout each year
Attendance at lectures, seminars, laboratory sessions, tutorials, field work, etc.	Throughout each year (some programmes will have more prescriptive attendance requirements than others)
Attendance at work or clinical placements	Throughout each year (programme specific)
Submission of continuously assessed work	Throughout each year
Attendance at formative assessments	Throughout each year (programme specific)
Attendance at summative examinations	Annually; January, May, August (where applicable). Some programmes will have additional summative examinations at other times.
Consideration of academic progress	Annually; February, June, September

- 8.4 The following may constitute interactions, not just academic, for students on research programmes:

Interaction	Timescale
Initial registration	Normally October (can take place at the beginning of other months of the year)
Payment of fees	Throughout each year
Attendance at meetings with supervisor (as recorded in PGR Toolbox online facility)	Throughout each year (at least 12 meetings per year – one meeting each month - are required)
Attendance at seminars, laboratory sessions or workshops, including attendance at skills workshops and poster day events	Throughout each year (research programme specific)
Annual Progress Review	Annually; May-October

9. Study abroad

- 9.1 Tier 4 students engaged on a period of study abroad as an integral part of their programme are permitted to remain on their existing Tier 4 visa and will continue to be sponsored by the University for the duration of their study abroad.
- 9.2 Whilst the responsibility for monitoring the engagement of those studying abroad as part of their programme of study falls to the Head of School, in accordance with the Framework for Student Attendance, the responsibility for investigating any Tier 4 visa compliance risk for those international students studying abroad will fall to the Study Abroad Team in the Department of External Relations, Marketing and Communications.

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- 9.3 Following such a risk assessment, where it is identified and/or suspected that the required monitoring duties cannot be fulfilled at the study abroad location for any given Tier 4 student, **the University reserves the right to withdraw its current sponsorship of the student (so curtailing their UK Tier 4 visa). Subsequent resumption of study at a UK University campus would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

10. Work placements

- 10.1 Tier 4 students undertaking work placements as an integral part of their programme, whether based within or outside the UK, are permitted to retain their existing Tier 4 visa and will continue to be sponsored by the University for the duration of their placement(s).
- 10.2 Responsibility for monitoring the engagement of those students undertaking a work placement as part of their programme of study falls to the Head of School, in accordance with the Framework for Student Attendance. Where poor attendance is reported, investigation would be undertaken in accordance with normal departmental procedures and, where applicable, action would be taken under the authority prescribed within Appendix E of the Code of Practice on Assessment (Guide on the Progress of Students on Taught Programmes).
- 10.3 Tier 4 students whose work placement does not form an integral part of their programme, and whose registration is therefore suspended by the University for the duration of the placement(s), will not be sponsored by the University for the duration of the placement(s) and the student's Tier 4 visa will be curtailed. **Subsequent resumption of study at a UK University campus would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa.**

11. Intercalated degrees

- 11.1. Tier 4 students registered at the University but undertaking an intercalated year at another UK HEI are permitted to retain their existing Tier 4 visa. The University will notify UKVI of the student's intention to undertake an intercalated year at another UK HEI.
- 11.2. Responsibility for sponsorship duties, including monitoring the attendance and engagement of students undertaking an intercalated year, falls to the student's new institution. By notifying UKVI of the student's intention to undertake an intercalated year at another UK HEI, the University is relieved of this responsibility for the period the student remains registered at another UK HEI.
- 11.3. Tier 4 students undertaking an intercalated year at another UK HEI are required to provide the University with evidence of their registration. Evidence must be submitted to the University within 10 working days of completing their registration. Tier 4 students who do not provide evidence of this will have their Tier 4 sponsorship withdrawn, which will impact on their ability to remain in the UK.
- 11.4. Tier 4 students who require a new visa in order to undertake their intercalated year will not be sponsored by the University and instead should request a CAS from the UK HEI where they intend to intercalate. **Subsequent resumption of study at the University may require the student to be issued with a new CAS in order to apply for a new Tier 4 visa.**
- 11.5. Tier 4 students undertaking an intercalated year at an institution outside of the UK will have their Tier 4 sponsorship withdrawn. **Subsequent resumption of study at the University would require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

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11.6. Tier 4 students intercalating at the University from another UK HEI are not required to obtain a visa holding the University of Liverpool's Sponsor Licence Number if their current visa is valid for the duration of their period of intercalation, and they are able to provide evidence that their Tier 4 sponsor has notified UKVI of their change of institution. Evidence of this notification must be provided at the point of registration.

12. English Language Centre (ELC)

12.1 The ELC runs a number of pre-sessional English Language programmes designed for international students who wish to enter undergraduate or postgraduate study. Student admissions, including the issue of the CAS, are undertaken in accordance with standard University admissions policies.

12.2 The prescribed enrolment period for students entering a pre-sessional ELC programme will normally extend for 8-15 calendar days following the programme start date, as indicated in their offer documentation. Failure to register protocols are followed in accordance with section 3 of this Policy.

12.3 Responsibility for collecting, verifying and recording all student immigration documents listed in Section 4 of this Policy falls to the Director of the ELC.

12.4 Responsibility for recording the attendance and monitoring the engagement of those students undertaking a pre-sessional English Language programme falls to the Director of the ELC, and will be carried out in accordance with the Framework for Student Attendance.

12.5 Where poor/lack of attendance and/or contact is reported and following an investigation in line with ELC procedure and subsequent attempts to rectify the situation, action to deem the student withdrawn from their programme would be taken on the authority of the Director of the ELC.

12.6 In such cases, SAS will report the withdrawal of the University's sponsorship in line with section 6 of this Policy.

13. Academic Technology Approval Scheme (ATAS)

13.1 ATAS is a UK Home Office scheme designed to prevent those undertaking postgraduate study from acquiring knowledge that could be used in Weapons of Mass Destruction (WMD) activities. It requires applicants from non-EEA countries, in specific subject areas, to obtain an ATAS certificate after they have been made an offer of admission for an applicable programme, and before they make an application for a Tier 4 visa.

13.2 The list of subject areas that require ATAS clearance is maintained by the University's Admissions and Strategic Planning Divisions, and is reviewed on an annual basis.

13.3 Applicants whose subject area requires ATAS clearance must provide the correct ATAS certificate before the University will issue a CAS.

13.4 An ATAS certificate will display the HEI and programme of study/research that an applicant has applied to for clearance. The ATAS certificate must match the HEI and programme detailed on the student's CAS for the Tier 4 application to be considered.

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- 13.5 International students residing inside or outside the UK who require an extension to their existing leave to remain in the UK in order to resume and/or remain on their ATAS-applicable current programme must re-apply for ATAS clearance and provide a new ATAS certificate together with their request for a new CAS.
- 13.6 Currently registered international students who transfer programme of study or change their research discipline to a subject area that requires ATAS clearance must apply for a new ATAS certificate to cover the new subject area and provide the University with the correct ATAS certificate.
- 13.7 The University will retain a copy of the ATAS certificate on all applicable students' records.

14. Doctorate Extension Scheme (DES)

- 14.1 DES is a UK Home Office scheme designed to give students who have almost completed their PhD qualification an additional 12 months of Tier 4 leave in which to look for and engage in employment in the UK.
- 14.2 PhD students who wish to apply for extended leave to remain in the UK under DES must meet the conditions and provide the relevant supporting documentation as outlined on IAG's web pages at www.liv.ac.uk/studentssupport/international/visas/workingafteryourstudies/tier4doctorateextensionscheme/.
- 14.3 All students wishing to apply under DES must attend an appointment with IAG, where eligibility and supporting documentation will be checked and approved, before a CAS will be issued by SAS for use in an application for extended leave to remain in the UK.
- 14.4 Successful DES applicants must remain in contact with the University throughout the 12 month duration of their DES visa.
- 14.5 Holders of DES must respond to any communication from the University within ten working days. Where a response is not received within this timeframe, **the University reserves the right to withdraw its current sponsorship of the former student (so curtailing their UK Tier 4 visa) and they will be required to leave the UK.**

15. Tier 4 visa refusals and rejections

- 15.1 Currently registered international students whose application for extended leave to remain in the UK is refused or rejected must inform the University (SAS) immediately and seek advice from IAG.
- 15.2 Students must provide the University with a copy of their visa refusal or rejection letter, and where applicable a copy of any appeal or administrative review they have submitted, when requested to do so.
- 15.3 Where an international student has submitted an in-time appeal or an in-time request for an administrative review of the visa refusal or rejection decision, and can provide satisfactory evidence of this which meets the scrutiny and approval of IAG, then the student will be permitted to remain registered on their current programme of study until such time that the outcome of their appeal or administrative review is known. **Where evidence is not submitted, is deemed unacceptable or demonstrates that an application was made after the deadline, the University reserves the right to**

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administratively suspend or withdraw the student from their programme of study, in order to protect its Tier 4 sponsor licence. SAS will report the student's change of circumstances to UKVI via SMS and, in so doing, will withdraw its current sponsorship of the student. The student will be required to leave the UK and any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.

- 15.4 Where an international student has not submitted an in-time appeal or an in-time request for an administrative review of the visa refusal or rejection decision, the student must present all relevant documentation requested from IAG in order for an assessment to be made as to the likely success of an appeal or administrative review. Where an appeal or administrative review is assessed as likely to fail, the student will be advised on the best course of action, which may include voluntarily suspension or withdrawal from their current programme of study resulting in a report of the student's change of registration circumstances being made to UKVI in accordance with section 6 of this Policy. **In so doing, the University will withdraw its current sponsorship of the student and the student will be required to leave the UK. Any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**
- 15.5 Where an appeal or administrative review is upheld in the student's favour, full documentation which supports this outcome, including the student's original passport and BRP, must be presented to SAS for verification and copying.
- 15.6 Where an appeal or administrative review is rejected, the student must inform the University (SAS) immediately and seek further advice from IAG. The student will be advised to voluntarily suspend or withdraw from their current programme of study and SAS will report the student's change of registration circumstances to UKVI in accordance with section 6 of this Policy. **In so doing, the University will withdraw its current sponsorship of the student and the student will be required to leave the UK. Any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**
- 15.7 Where an appeal or administrative review is rejected and the student chooses not to voluntarily suspend or withdraw from their current programme of study, or where IAG determines that an appeal or administrative review is likely to prove unsuccessful and the student chooses not to voluntarily suspend or withdraw from their current programme of study, **the University reserves the right to administratively suspend or withdraw the student from their programme of study, in order to protect its Tier 4 sponsor licence. SAS will report the student's change of circumstances to UKVI via SMS and, in so doing, will withdraw its current sponsorship of the student. The student will be required to leave the UK and any subsequent intention to resume study or research will require the student to be issued with a new CAS in order to apply for a new Tier 4 visa to enter the UK.**

16. Visa conditions

- 16.1 All international students are responsible for understanding and complying with the conditions of the visa upon which they hold leave to remain in the UK.
- 16.2 International students are expected to assist the University in discharging its Tier 4 compliance responsibilities by cooperating with all reasonable requests for information and/or documentation, including regular requests to verify and/or update their personal contact details. Students are expected to inform the University, via completion of the relevant online portal, of any changes to their personal contact details as soon as it is reasonable and practicable for them to do so.

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- 16.3 The University reserves the right to request appropriate evidence from a student that they are complying with the conditions of the visa upon which they hold leave to remain in the UK, as it sees fit.
- 16.4 Where an international student is found to be, or with reasonable grounds is suspected of, failing to comply with the conditions of their visa, or where an international student is found to be, or with reasonable grounds is suspected of, failing to hold current leave to remain in the UK which allows them to study on a University programme, or where an international student is otherwise deemed to be endangering the University's Tier 4 sponsor licence, **the University reserves the right to administratively suspend or withdraw the student from their programme of study, in order to protect its Tier 4 sponsor licence.**

17. Support for international students

- 17.1 International Advice and Guidance (IAG), based in Liverpool, provides professional and expert advice and support to international students. Staff are qualified to advise international students who require an extension to their current leave to remain in the UK, as well as to international students who wish to come to the UK with their families. International students should contact IAG if they require any advice regarding their ability to stay in the UK to study at the University.

International Advice and Guidance, Student Services Centre, Alsop Building, Brownlow Hill, Liverpool

Tel: +44(0)151 794 5863

Email: iagteam@liverpool.ac.uk

In Person: The IST information desk is open Monday to Friday, 1.30pm to 3.30pm

- 17.2 The Student Experience Team (SET), based in London, provides the same support for international students based at the University's London campus, with support from colleagues in IAG.

Student Experience Team, University of Liverpool in London, 33 Finsbury Square, London, EC2A 1AG

Tel: +44 (0)20 7682 4646

Email: stuexldn@liverpool.ac.uk

In Person: The SET helpdesk is open Monday to Friday, 8.30am to 5.00pm