

Your Visa, Your Responsibility



**Manchester
Metropolitan
University**

www.mmu.ac.uk

Statement of Student Responsibilities under Tier 4 for Manchester Metropolitan University

This document explains the reporting and record-keeping duties of Manchester Metropolitan University. It states all the UKBA Regulations and your responsibilities to the University as your immigration sponsor. By enrolling with the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.

Please remember that your entry clearance has been granted subject to the conditions stated in Immigration Rules, Part 6A, para 245ZW

www.ukba.homeoffice.gov.uk/policyandlaw/immigrationlaw/immigrationrules/part6a/.

Please see the 12 top tips for protecting your Tier 4 Immigration Status published by the UK Council for International Student Affairs (UKCISA)

www.ukcisa.org.uk/student/info_sheets/protect_t4_status.php.

All reporting to the UK Border Agency is completed through your CAS number to the UKBA's Sponsorship Management System.

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Keep a copy of all Non-EEA students' passports and evidence of immigration documents for the UK

The University's Responsibility

The University must keep a copy of the front page of the passport and a copy of a students' visa.

Your Responsibility

If you are a new student to the University, you must submit your passport and visa during obligatory pre-enrolment sessions, which take place at the beginning of your academic year. During pre-enrolment staff assess if you are eligible to study at Manchester Metropolitan University. A copy of your passport and visa is uploaded to your student record. After pre-enrolment you are able to enrol online and commence your study journey with the University.

Post-graduate research students who arrive at different times of the year must contact their Faculty Research Degrees Administrator in to make appropriate arrangements for pre-enrolment and induction.

If you are a returning student and the University does not have up to date immigration documents for you; the University must assume you do not have permission to stay in the UK. You will be blocked from online enrolment and must participate in pre-enrolment. If you cannot provide proof of entitlement to stay in the UK, you will not be permitted to return to your course until you can present the University with appropriate immigration documents that grant you permission to stay and study in the UK.

For more information about when to pre-enrol at Manchester Metropolitan University, please go to our FAQ's at www.mmu.ac.uk/international/faq/.

Keep a copy of all Non-EEA students' Biometric Residence Permit

The University's Responsibility

The University must keep a copy of the front and the reverse side of the Biometric Residence Permit

Your Responsibility

If you extend your visa in the UK you will at some point receive a Biometric Residence Permit (BRP) from the Home Office. The BRP is proof of your permission to stay in the United Kingdom and shows any conditions you must meet while you are here.

When you receive your BRP, you must submit a copy of the front & reversed side of the card. Email the International Compliance and Experience Team to make an appointment to submit the BRP via visaextension@mmu.ac.uk.

It is your responsibility to update the International Compliance and Experience Team on a regular basis regarding your immigration status. If you do not submit a copy of your BRP or evidence that your visa extension application is still being considered by the UKBA, the University must assume you do not have permission to stay in the UK.

Manchester Metropolitan University has re-registration sessions at the beginning of each spring and summer term. If you are unable to provide up to date evidence about your immigration status during re-registration, you will be withdrawn from your course. You will also be required to submit evidence of travels plans to your original country of residence.

You may also refer to the section on 'Report if a student has received a visa refusal'.

Keep a copy of the Academic Technology Approval Scheme (ATAS) certificate

The University's Responsibility

The University must keep a copy the Academic Technology Approval Scheme (ATAS) certificate

Your Responsibility

You must submit a copy of the ATAS certificate to visaextension@mmu.ac.uk. The ATAS certificate is uploaded to your student record.

If you have received a visa without ATAS clearance but according to the University's student record one is required for the course, you must apply for the ATAS certificate via this website: www.fco.gov.uk/en/about-us/services-we-deliver/atas. If ATAS clearance is refused by the Foreign and Commonwealth Office, regrettably you will be withdrawn from the course at Manchester Metropolitan University.

Updating contact details to Manchester Metropolitan University and the UKBA

The University's Responsibility

Student contact details are updated on the University's Student Record System.

Your Responsibility

Whenever there is a change to your contact details (an example of which may be changing your UK address, telephone or email) you must inform the University and the UK Borders Agency.

- **Updating the University**

You are able to update your contact details online via the University's Contacts Management System at www.pmi.mmu.ac.uk/Self_Enrol/2011/mmuse_login_contact_details.asp.

You can also visit your campus Student Information Point or Student Life Office to update your details in person.

Permanent address: *This is the address of residence in your home country. A permanent address cannot be a UK address if you are a Tier 4 student.*

Temporary address: *This the actual and current address (house, apartment) where you live in or near the city of Manchester while you are studying at Manchester Metropolitan University.*

During a UK Border Agency audit, you could be required to participate in an interview. So it is very important you update your contact details. During an interview you may be requested to provide information about why you applied to Manchester Metropolitan University, questions about your course and progress on the course.

- **Updating the UK Border Agency**

You are required to update the UKBA if your contact details change at any time during your studies and if you are likely to be at your new address for at least 6 months. Below we provide the links of how you can inform the UKBA of your change in contact details depending on your immigration document.

- If you applied for entry clearance from your country of residence and received a **visa** you must complete the pdf form 'Migrant change of circumstances form' available from www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes/#.
- If you have a **Biometric Residence Permit**, you can call or write to the UKBA to update your details. The UKBA's contact address details are available from www.ukba.homeoffice.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities/#.

Report a students' failure to enrol on a course

The University's Responsibility

The University must inform the UKBA within 10 days after the end of the enrolment period of any student who failed to enrol on their course.

Your Responsibility and required action

If you fail to enrol for any of the following reasons, please read the instructions below and how this may affect your stay in the UK.

- **You do not wish to continue studying**

If you passed the previous academic year but you have decided not to return to the University; you must inform your Faculty Programmes Office and email internationalenrol@mmu.ac.uk about your decision not to return and provide a reason. An example may include, you have decided to study elsewhere in the UK or take up employment at home. You must provide the University with the name and address of your new education provider or employer.

If you applied for a Tier 4 (General) between 31st of March and 5th of October 2009, before you change to another Education sponsor you must complete an 'Application For Permission To Change Tier 4 Educational Sponsor' [T4(PTS)]. For more information visit www.ukba.homeoffice.gov.uk.

- **You want to take some time out from studies**

If you have passed the previous academic year and wish to take some time out from your studies, you must agree this with your Head of Department. It is called 'intercalate' studies.

You must email internationalenrol@mmu.ac.uk and provide information about your plan to return to your course.

If you decided to intercalate; when it's time to return to your course, you must apply for a new Tier 4 (General) visa. You will need a new CAS to make a new visa application. Information about how to apply for a CAS, please go to this link www.mmu.ac.uk/international/touk/extend.php.

- You cannot enrol at the University because you have failed with no further opportunity to continue on the course

The University will report to the UKBA that your time with the University has come to an end earlier end because you are unable to progress on the course. You must return home as you cannot continue on your course and attend classes. You must provide evidence of what you will do next to internationalenrol@mmu.ac.uk. An example of which will be to provide a flight ticket of when you will return home or an Unconditional Offer letter if you decide to study at another University.

If you decide to submit an academic appeal, you must provide proof of this by email to internationalenrol@mmu.ac.uk. Please send the receipt that you get from your SIP or Student Life Office. You may be required to attend meetings with the International Compliance and Experience Team. They will provide you with further updates regarding the University's reporting responsibilities to the UKBA. Failure to attend any meetings may affect your stay in the UK.

Consequences for your failure to enrol at the University

If you do not enrol and are reported to the UKBA, your visa becomes invalid. If you are in the UK, you must return to your country of residence or make a new visa application with the UKBA to change your purpose of stay in the UK.

Report student withdrawals, suspension and repeating studies

The University's Responsibility

The University must report to the UKBA if a student stops attending because of a withdrawal, suspension or repeating without attendance. The University must inform the UKBA within 10 days after the changes to the student record has been confirmed.

Your Responsibility and required action

If you stop attending for any of the following reasons, please read the instructions below and how this may affect your stay in the UK.

- **You decide to withdraw from your studies**

You must discuss this with your personal tutor or programme leader before making the final decision. You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your withdrawal. The 'Student Withdrawal Form' and the Procedure for Student Withdrawal and Suspension of Studies is available at

www.mmu.ac.uk/academic/casqe/regulations/assessment.php.

Once your withdrawal from the course has been approved by the Faculty, the University will inform the UKBA that you have withdrawn from the course and that you are no longer studying at the University. You will no longer have permission to stay in the UK for the purpose of study. Please submit evidence you have left the UK to internationalenrol@mmu.ac.uk.

If you are unable to return home soon after you have withdrawn, please provide flight details of your intended departure and the University will report this to the UKBA. Please submit evidence to internationalenrol@mmu.ac.uk.

If you wish to remain in the UK, you will have to make a new visa application with the UKBA to change your purpose of stay in the UK. Please submit

evidence of what you intend to do next in the UK to internationalenrol@mmu.ac.uk.

- You are withdrawn from the course by the University

You could be withdrawn by the University because you have:

- a) Consistently demonstrated an unacceptable level of engagement on your program
- b) Your immigration permission to stay in the UK has expired

a) Once your withdrawal from the course has been approved by the Faculty due to unacceptable level of engagement on your program, the University will inform the UKBA that you have been withdrawn from the course and are no longer studying at the University. You will no longer have permission to stay in the country for the purpose of study at Manchester Metropolitan University. You must provide the University with evidence of returning to your country of residence. If you are unable to return home soon after you have been withdrawn, please provide flight details of your intended departure and the University will report this to the UKBA. If you wish to remain in the UK, you will have to make a new visa application with the UKBA to change your purpose of stay in the UK. Please submit evidence to internationalenrol@mmu.ac.uk. This may include flight details or what you intend to next in the UK.

b) Once your withdrawal from the course has been approved by the International Compliance and Experience Team because your permission to stay in the UK has expired, you must provide the University with evidence of returning to your country of residence. If you are unable to return home soon after you have been withdrawn; please provide flight details of your intended departure. If you wish to remain in the UK, you will have to make a new visa application with the UKBA to change your purpose of stay in the UK. Please submit evidence to internationalenrol@mmu.ac.uk. This may include flight details or what you intend to next in the UK.

You may also refer to the section on 'Report if a student has received a visa refusal'.

- **You decide to suspend from your studies**

You must discuss this with your personal tutor or programme leader before making the final decision. You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your suspension. The 'Request for Suspension' and the Procedure for Student Withdrawal and Suspension of Studies is available at

www.mmu.ac.uk/academic/casqe/regulations/assessment.php.

Once your suspension from the course has been approved by the Faculty, the University will inform the UKBA that you have suspended from the course and are no longer studying at the University. You will no longer have permission to stay in the UK as you are not going to attend classes for the period you have agreed to suspend. Please submit evidence you have left the UK to internationalenrol@mmu.ac.uk.

If you are unable to return home soon after you have suspended, please provide flight details of your intended departure and the University will report this to the UKBA. Please submit evidence to internationalenrol@mmu.ac.uk.

If you wish to remain in the UK, you will have to make a visa application with the UKBA to change your purpose of stay in the UK. Please submit evidence of what you intend to do next in the UK to internationalenrol@mmu.ac.uk.

When you are due to return to your course, you will need to apply for a Tier 4 (General) visa and will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at

www.mmu.ac.uk/international/touk/extend.php.

The UKBA has introduced a time limit for Tier 4 (General) route. A student cannot spend more than 5 years studying under the Tier 4 route in the UK (there are some exceptions). Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. If you have less than 6 months left on your course, you might be advised to return with a Student visitor visa instead of under the Tier 4

(General) route.

Please refer to 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' available at the end of this booklet.

For more information about the eligibility requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the UKBA website at www.ukba.homeoffice.gov.uk/visas-immigration/studying/.

- **You have not passed the year and can repeat failed units with attendance**

You must check carefully which units you must repeat and enrol at your Student Life Office. You must submit all course work and attend re-registration at the beginning of the spring and summer terms. You may also be required to meet with the International Compliance and Experience Team every two months to establish contacts points which meet UKBA compliance regulations.

If you repeat with attendance, you will have to pay the full fee for each unit and will have one last chance to complete each unit.

When the time comes to extend your visa, you will need to apply for a Tier 4 (General) visa and will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at www.mmu.ac.uk/international/touk/extend.php.

The UKBA has introduced a time limit for Tier 4 (General) route. A student cannot spend more than 5 years studying under the Tier 4 route in the UK (there are some exceptions). Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. If you have less than 6 months left on your course, you might be advised to return with a Student visitor visa instead of under the Tier 4 (General) route.

Please refer to the University's 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' available at the end of this booklet.

For more information about taking assessments or re-sits for International students, please refer to this website

www.mmu.ac.uk/students/assessments/international.php.

For more information about the eligibility, requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the UKBA website at

www.ukba.homeoffice.gov.uk/visas-immigration/studying/.

- You have not passed the year and can repeat assessments failed without attendance

The University will report to the UKBA that you will repeat the course without attendance and state when you are required to return to the University for re-assessments. Upon reporting, your current visa will be curtailed.

You cannot remain in the UK unless you are attending classes, thus you must return to your country of residence while you are not required to be at the University. You must provide evidence of travel plans to your country of residence to internationalenrol@mmu.ac.uk. Before you leave the UK, you must enrol as 'Repeat without Attendance' student. This allows you to have continued access to online University resources like Moodle and to your University email account.

When you are due to return to your course, you will need to apply for a Tier 4 (General) visa and will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at

www.mmu.ac.uk/international/touk/extend.php.

The UKBA has introduced a time limit for Tier 4 (General) route. A student cannot spend more than 5 years studying under the Tier 4 route in the UK (there are some exceptions). Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. If you have less than 6 months left on your course, you might be advised to return with a Student visitor visa instead of under the Tier 4 (General) route.

Please refer to 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' available at the end of this booklet.

For more information about taking assessments or re-sits for International students, please refer to this website at

www.mmu.ac.uk/students/assessments/international.php.

For more information about the eligibility, requirements for the Tier 4 (General) or Student Visitor visa routes please refer to the UKBA website at

www.ukba.homeoffice.gov.uk/visas-immigration/studying/.

Report significant changes in a students' circumstances example location of study changes

The University's Responsibility

The University must report any significant changes to a student's circumstance within 10 days after the changes to the student record has been confirmed. These changes include if the location of your study changes, you change courses within a University, if the length of a course of study becomes shorter and you will complete a work placement.

Your Responsibility and required action

If there is a change in your circumstance at the University, please read how this change of circumstance may affect you and your stay in the UK.

- **Location of your study changes**

If the location of your study changes, an example of which may be moving to a different Campus. The University must report the new address to the UKBA.

This also applies to you if you intend to participate in an **Exchange abroad** for a period of time during your studies. If you are going out on an exchange, the University will not be able to monitor your studies in line with UKBA requirements. So the University will stop sponsoring your immigration at the point you start your exchange. The University will report to the UKBA the location and duration of the exchange. You should make the necessary arrangements to have a visa for the country in which you are studying for the duration of the exchange. Your visa will no longer be valid therefore, when it is time for you to return to your course, you will need to apply for a Tier 4 (General) visa. You will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at www.mmu.ac.uk/international/touk/extend.php.

Please refer to 'CAS Sponsorship Policy for existing students wishing to

extend a student visa under Tier 4' available at the end of this booklet.

- **You will complete a work placement**

If you will complete a work placement in the UK as part of your course, the University must report the location and duration of the work placement to the UKBA. The percentage of work being undertaken must not be more than 50% of the total length of the course. The University is responsible for you throughout the period of your work placement. If you are completing your work placement in the UK you must attend re-registration in the beginning of the spring and summer term. You may be required to send the International Compliance and Experience information, when requested, about the hours you are completing on placement to ensure you are not in breach of entry clearance.

If you intend to complete your work placement abroad, the University will not be able to monitor your studies in line with UKBA requirements. So, the University will stop sponsoring your immigration at the point you start your work placement. The University will report to the UKBA the location and duration of the work placement. You should make the necessary arrangements to have a visa for the country in which you are studying for the duration of the work placement. Your visa will not be valid, thus please do not travel to the UK, you will be exempt from attending re-registration. When it is time for you to return to your course, you will need to apply for a Tier 4 (General) visa and will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at www.mmu.ac.uk/international/touk/extend.php.

Please refer to 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' available at the end of this booklet.

- **You change courses within the University**

If you would like to transfer courses you must consult your personal tutors or programme leader. Your Faculty Programmes Office will approve the transfer and make the changes to your student record. The University will report to the UKBA you have transferred courses within Manchester Metropolitan University. The University will provide the name of the new course, campus address and if the duration of the course will become longer or shorter.

If your course will become longer, you will need to apply to extend your Tier 4 (General) visa to remain in the UK and complete your course. You will need another CAS. How to apply for a Certificate of Studies (CAS) is available at www.mmu.ac.uk/international/touk/extend.php.

Please refer to 'CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4' available at the end of this booklet.

- **The length of a course of study becomes shorter**

If your course of study becomes shorter because you have completed your program earlier, the University must report this to the UKBA. Upon reporting your visa becomes invalid and you must return to your country of residence or apply for a new visa application with the UKBA to change your purpose of stay in the UK. Examples include when you have submitted your dissertation earlier than the agreed submission date and have no further study obligations.

Report if a student has received a visa refusal

The University's Responsibility

the University must report when a student's visa application has been refused by the UKBA within 10 days of receiving this information.

Your Responsibility and what to do next

If you receive a visa refusal notification from the UKBA you must submit all the pages of the refusal notice as a pdf document by email to visaextension@mmu.ac.uk.

Manchester Metropolitan University will report to the UKBA if you have received a visa refusal. The University will not report the visa refusal if you tell us you have the opportunity and plan to appeal the decision of the UKBA.

If you decide not to appeal the UKBA decision on your application or you do not have any appeal rights, you must apply for a Tier 4 (General) visa and will also need another CAS. How to apply for a Certificate of Studies (CAS) is available at www.mmu.ac.uk/international/touk/extend.php.

You will be referred to the Immigration and Welfare Team to discuss your personal situation and get Immigration advice. The University will consider releasing a CAS only if you agree to send your application through the University Batch Scheme managed by the Immigration and Welfare Team. The team will assess if you meet all the UKBA requirements to successfully extend your visa. If you are unable to successfully extend your visa, you must return to your country of residence. You may have to suspend/intercalate your studies depending on your situation and country of residence.

Should evidence present itself that you have intentionally overstayed your

visa and you did not make any efforts to regularise your leave or return to your country of residence, the University will initiate the Student Withdrawal and Suspension of Studies Procedure, because it is an immigration offence to knowingly remain beyond the time limit of your leave.

For more information about the Student Withdrawal and Suspension of Studies Procedure, please refer to the University Assessment regulations available at www.mmu.ac.uk/academic/casqe/regulations/assessment.php

Report any unauthorized student absences

The University's Responsibility

Manchester Metropolitan has two re-registration sessions during an academic year and report any students who have missed 10 consecutive expected contacts.

Your Responsibility

All taught students are monitored through **Course Work Submissions**. If you are unable to attend a tutorial, exam and seminar or submit course work on time, you need to provide an explanation of your absence. Postgraduate research students are monitored through the submission of RD forms. Please ensure you have regular meetings with your supervisor and maintain deadlines for annual registration and annual reviews.

Please refer to the Assessment Regulations for Undergraduate and Postgraduate programmes of study at www.mmu.ac.uk/academic/casqe/regulations/assessment.php.

Please pay special attention to Appendix 1 and 9. Forms can be collected and submitted from Student Information Points, Student Life Offices or Programmes Office.

All Tier 4 (General) students must attend two **re-registration** periods in the beginning of the spring and summer terms of each academic year. Students will be sent more information about when re-registration will take place by email. For more information about re-registration please go to MMU International FAQ's at <http://www.mmu.ac.uk/international/faq/>.

For more information about Manchester Metropolitan University term dates please refer to the following website www.mmu.ac.uk/about/termdates/.

Report when a student moves into a different immigration category

The University's Responsibility

The University will inform the UKBA when a student's immigration category has changed and will also update the Student Record System.

Your Responsibility

If your immigration category has changed within the UK, e.g. you have moved to Tier 2 category, you must bring proof of this change i.e. a copy of your new visa or BRP to the International Compliance and Experience Team.

Email us to make an appointment to submit your new visa or BRP to visaextension@mmu.ac.uk.

CAS Sponsorship Policy for existing students wishing to extend a student visa under Tier 4

If you wish to extend your visa in the UK, please note that you can only apply to extend in the UK if there is less than one month between your current expiry date and the date when your proposed course of study will start. If your existing permission expires more than one month before the start date of your proposed course of study, you will be expected to return home and make an out-of country application.

A CAS is released to a currently enrolled student by the International and Compliance and Experience Team. You must submit a CAS request form and all supporting documents before your visa expires. The form can be downloaded at this link: www.mmu.ac.uk/international/touk/extend.php.

A CAS is not released if:

- a) you do not have time left to extend in the Tier 4 (General) student route.
- b) you have outstanding payments owing to the University (tuition or accommodation).
- c) your visa has expired or you received a visa refusal. The University will consider releasing a CAS only if you agree to send your application through the University Batch Scheme managed by the Immigration and Welfare Team. The team will assess if you meet all the UKBA requirements to successfully extend your visa. If you are unable to do so, you must return to your country of residence. You may have to suspend/intercalate your studies depending on your situation and country of residence.
- d) should evidence present itself that you have intentionally overstayed your visa and you did not make any efforts to regularise your leave or return to your country of residence, the University will initiate the Student Withdrawal and Suspension of Studies Procedure because it is an immigration offence to knowingly remain beyond the time limit of your leave.
- e) the University cannot vouch for academic progression through your attendance and course work submissions. If there are concerns, the

University will initiate the Student Withdrawal and Suspension of Studies Procedure.

- f) you are repeating your course **without** attendance.
- g) you intend to complete an exchange or work placement abroad.
- h) you wish to await the outcome of an academic appeal, unless you are required to attend class.
- i) to attend the University's Graduation Ceremony.

Manchester Metropolitan University reserves the right to withdraw any CAS it has assigned.

If you have less than 6 months left on your course or are required to attend final exams only, you might be advised to return with a Student Visitor Visa instead of under the Tier 4 (General) route. If you are required to submit course work, you will be required to submit this electronically. Please do not travel on a tourist visa to complete exams. Your visa must always be linked to your purpose of entry and stay in the UK.

For Immigration and Welfare support, you can contact an Immigration adviser to discuss your personal situation and get advice by emailing at visaextension@mmu.ac.uk or calling on 0161 246 1022 (option 3).

If you think the University is not complying with their duties or has given false information to the UKBA about you, you can contact the UKBA on 0845 010 6677 or at sponsorshipbquiries@ukba.gsi.gov.uk.

