Manchester Metropolitan
University

Your Visa, Your Responsibility

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Introduction

Manchester Metropolitan University (Manchester Met) has a licence with the Home Office and this permits the University to sponsor your immigration for the purpose of study at Manchester Met only.

This document is divided into three sections.

The first section explains the reporting and record-keeping duties of the University. It also explains what you need to do during your studies at Manchester Met to protect your immigration status in the UK. By enrolling with the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.

The Record Keeping and Reporting sections in this booklet are divided into sections, in order to explain your rights and your responsibilities to the University as your Tier 4 (General) sponsor. The subheadings include Home Office Rule, University Responsibility and Your Responsibility.

The Home Office can contact us at any time to ask about your student status and progress on your course. This may also include information about your attendance/absence rates on the course. Any changes to your student status are reported to the Home Office through your Certificate of Acceptance for Studies (CAS) number. Reporting to the Home Office is completed through the Home Office Sponsorship Management System.

Please remember that your entry clearance or leave to remain has been granted subject to the conditions stated in Part 6A of the Immigration Rules (entry clearance –para 245ZW and leave to remain – para 245ZY): **www.gov.uk/guidance/immigration-rules/immigration-rules-part-6a-the-points-based-system**

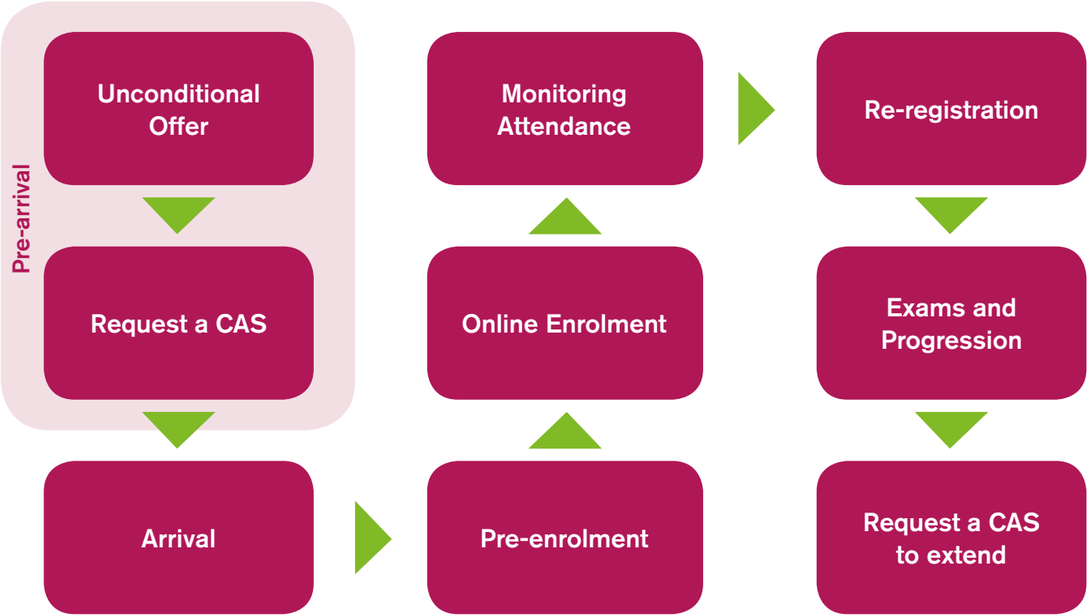
We recommend you read the general good practice guide for protecting and maintaining your Tier 4 status published by the UK Council for International Student Affairs (UKCISA): **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status**

The second section provides useful information about your Tier 4 Student Journey within your local Community. This includes registering with the police (if required), who is eligible for healthcare in the UK and how to register with a GP. There is also useful information about volunteering and how best to protect your immigration status in the UK to ensure you work within the permitted weekly hours as stipulated on your immigration permission.

The third section is about your Tier 4 Student Journey with a potential Employer the UK. This section provides useful information about Employment during and after your studies.

Your Tier 4 Student Journey with Manchester Met

The diagram below provides an overview of your Tier 4 student journey at Manchester Met. A description of each stage can be found on the following pages.



Unconditional Offer

Your journey with Manchester Met started when you submitted an application to study at the University. The Recruitment and Admissions department assessed whether you met the University entry requirements to join and complete the course of your choice. If you met the University's entry requirements, you received an Unconditional Offer to study at Manchester Met.

Request a CAS

After you accepted your unconditional offer, you paid a deposit towards your tuition and then requested a Confirmation of Acceptance of Studies (CAS) from the International Admissions team. The team checked that you met the Home Office requirements to gain entry or Leave to Remain in the UK.

Monitoring Attendance

If you are an undergraduate or postgraduate student on a taught course, you will need to self-register your attendance to prove to the University that you are not in breach of entry clearance or leave to remain in the UK. For postgraduate research students, your attendance is monitored through the submission of monthly RD9 forms - available at: **www2.mmu.ac.uk/media/mmuacuk/content/documents/graduate-school/forms/degree-forms/other-forms/RD9.pdf**

Re-registration

At the start of each term, you will need to check-in at one of the Student Hubs and complete re-registration. Re-registration is compulsory and requires you to meet with a member of Manchester Met staff to prove you are still physically in the UK. If you miss re-registration, the University assumes you are not in the UK and no longer want to study at Manchester Met.

Exams and Progression

The University will check how you perform in exams. If you did not do as well as you had hoped, you may need to complete re-sits and re-assessments over the summer or repeat units the next academic year. Any extra time you need to finish your course may affect your immigration status and stay in the UK.

Request a CAS to extend

This applies to you if you need a bit longer to finish your course at Manchester Met. You need to request a second CAS from the International Office. The International Office will check that you meet the Home Office requirements to gain entry or Leave to Remain in the UK - available at: **www2.mmu.ac.uk/international/visas-and-immigration/applying-for-a-visa**

Your Tier 4 Student Journey

Arrival

If you applied from your country of residence and your visa application was successful, you were given a 30 day travel visa for entry to the UK under Tier 4. The actual visa will be issued as a Biometric Residence Permit (BRP) and you must collect this within 10 days after your arrival in the UK from the Post Office branch stated on your decision letter, or before your travel visa expires, whichever is the later date. If you applied from within the UK, you will be issued with a Biometric Residence Permit (BRP) and it will be sent to your correspondence address by courier.

Pre-enrolment

Before you can enrol at Manchester Met you must complete pre-enrolment. During pre-enrolment, staff assess you are eligible to enrol at Manchester Met and take copies of various documents including your passport and visa.

Complete Online Enrolment

You complete your enrolment online followed by collecting your Manchester Met ID card from your Faculty's Student Hub. Your academic journey starts with your Faculty induction. You must attend all your induction sessions to make the best start on your course.

Record Keeping Duties

The Home Office can contact the University at any time to request documents and information about each Tier 4 student. The section below provides information about what documents the University must show the Home Office and when these are collected during your student journey at Manchester Met. Admissions and International Office staff undertake the record keeping duties at the University.

Home Office Rule

A Tier 4 sponsor must keep a copy of the following for Non-EEA students:

1. Passport
2. Evidence of immigration documents for the UK
3. Record of attendance/absence
4. Up-to-date contact details
5. Academic Technology Approval Scheme (ATAS) clearance certificate (if needed)
6. For under 18s, a copy of the letter of consent from Parent or Guardian
7. Copies of evidence used to assess your eligibility to join a Manchester Met course

The University's Responsibility

We must provide copies of your passport to the Home Office, evidence of immigration documents for the UK, your contact details, ATAS clearance certificate (if needed), a copy of the letter of consent from a Parent or Guardian if you are under 18 at enrolment and copies of evidence used to assess your eligibility to join a Manchester Met course. The Home Office can also ask for information about your attendance/absence rates on the course. For attendance related issues, please refer to the Reporting Duties section in this booklet.

Your Responsibility and Required Action

At Pre-enrolment

Pre-enrolment is obligatory for all **new** students and takes place at the beginning of each academic year. If you are a new student to the University you must submit originals of your passport, evidence of immigration documents for the UK, ATAS clearance certificate, a letter of consent from your Parent or Guardian if you are under 18, and evidence used to assess your eligibility to join a Manchester Met course (i.e. original qualifications, including proof of English language proficiency).

If you are a **returning** student and the University does not have an up to date passport and immigration documents on file, you will be blocked from online enrolment and must participate in pre-enrolment. You must submit originals of your passport and evidence of immigration documents for the UK.

If you cannot provide up-to-date immigration documents for the UK, you will not be permitted to join or return to your course. Documents that you can submit at pre-enrolment to show you are entitled to enter or remain in the UK include:

- 30 day travel visa and decision letter from the Home Office
- Front and reverse side of your Biometric Residence Permit

Research students who arrive at different times in the year (i.e. after the main enrolment sessions in September and January), must contact their Faculty Research Administrator to make appropriate arrangements for pre-enrolment and induction.

During Re-registration

Manchester Met has mandatory re-registration sessions at the beginning of each term for all Tier 4 students. During re-registration you must check-in at a Student Hub in person to show the University that you have returned to Manchester Met after the term breaks. You will also be requested to confirm that your contact details are correct. If you miss re-registration, do not submit course work and/or miss classes, this could result in you receiving a formal warning and ultimately more serious sanctions, for example you being withdrawn from the University.

If you have outstanding immigration issues, you will be invited to meet with the International Office to provide an update on your immigration status. It is your responsibility to update the International Office on a regular basis regarding changes or updates to your immigration status. If you do not, the University will assume you do not have permission to stay in the UK and you will be withdrawn from your course. You can contact the International Office by email at

internationalenrol@mmu.ac.uk to confirm your student status. If you do not have permission to be in the UK, the International Office will ask to see evidence of your travel plans to depart the UK.

Updating your contact details

Whenever there is a change to your contact details (for example changing your UK address, telephone number or email) you must inform the University and the Home Office. We will also ask you to confirm that your contact details are correct at re-registration.

The **University** must always have your permanent and temporary address. You are able to update your contact details online through the University's Contacts Management System **www.mmu.ac.uk/enrol**. You can also visit a Student Hub to update your details in person.

You are required to update the **Home Office** if your contact details change at any time during your studies and also if you are likely to be at your new address for at least six months. The following link provides information of how you report the change: **www.gov.uk/change-circumstances-visa-brp/overview**

Renewing your ATAS

It is a mandatory requirement for those intending to undertake postgraduate studies leading to a Doctorate or Master's degree in certain designated subjects to obtain an ATAS clearance certificate. For more information about the scheme and for a list of subjects that require an ATAS please go to: **www.gov.uk/guidance/academic-technology-approval-scheme**

As of 6 November 2014, returning students must apply for a new ATAS clearance certificate if you have:

- changed your course (including the area of research/module change)
- changed your institution
- applied to extend your leave in order to complete your course
- changed the length of your course, even if you are still able to complete your studies within your current leave

If ATAS clearance is refused by the Foreign and Commonwealth Office, regrettably you will not be permitted to join or continue on your course at Manchester Met.

All copies or scans of your documents are uploaded centrally to the University Student Record System.

Record Keeping Duties

The table below provides a summary of the documents you must submit to Manchester Met.

What to submit	When to submit	Who should submit	Useful links	Contact
Passport	Pre-enrolment	New and returning students	**www2.mmu.ac.uk/international/arrival**	**internationalenrol@mmu.ac.uk**
Evidence of immigration documents for the UK	Pre-enrolment and Re-registration			
Up-to-date contact details	Online enrolment and Re-registration			
Academic Technology Approval Scheme (ATAS) clearance certificate (if needed)	Pre-enrolment		**www.gov.uk/guidance/academic-technology-approval-scheme**	
For under 18s - copy of the letter of consent from Parent or Guardian (if needed)	Pre-enrolment	New students	**www2.mmu.ac.uk/international/arrival**	
Copies of evidence used to assess your eligibility to join a Manchester Met course eg. qualifications and English proficiency				

Reporting Duties

The Home Office can contact the University at any time to ask about your student status and progress on your course. The following sections provide information about what the University is required to report to the Home Office. Any changes to your student status are reported to the Home Office through your Certificate of Acceptance for Studies (CAS) number. The International Office completes reporting through the Home Office 'Sponsorship Management System'.

Failure to Enrol on your course at Manchester Met

Home Office Rule

The Tier 4 sponsor to report a student's failure to enrol on a course.

The University's Responsibility

The University must inform the Home Office 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 and details of how this may affect your stay in the UK.

Reporting Duties

This table explains your required actions relevant to your circumstances.

Reason for not returning	Scenario	What should I do?	Can I stay in the UK?
I do not wish to continue studying	You passed the previous academic year but you decided not to come back to the University. This may be because you decided to study elsewhere in the UK or take up employment at home.	You must inform your Faculty Programmes Office in writing by submitting the correct forms to approve your withdrawal. The 'Student Withdrawal Form' and Assessment Regulations are available at: **www.mmu.ac.uk/students** You must also email **internationalenrol@mmu.ac.uk** and inform the International Office that you have decided to stop your course and what you plan to do next. If you will return home, please send a copy of your flight tickets by email ▪ If you will go to another university, please provide a copy of your Unconditional Offer letter by email	**✘ No** You will no longer have permission to stay in the UK as you have stopped studying at Manchester Met. If you have moved to another University, please contact its immigration team for legal advice.
I want to take a break from my studies for the entire academic year	You passed the previous academic year and wish to take a year out from your studies. Taking time out from your studies is called 'intercalating'.	You must agree this with your Head of Department. Once agreed, you must email **internationalenrol@mmu.ac.uk** and provide information about your whereabouts and dates of when you wish to return to your course. When it is time to return to your course, you must apply for a new CAS and Tier 4 (General) student visa. For more information about how to apply for a CAS and a Tier 4 Visa, go to: **www2.mmu.ac.uk/international/visas-and-immigration** Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route.	**✘ No** You will no longer have permission to stay in the UK as you do not need to attend classes.

Reason for not returning	Scenario	What should I do?	Can I stay in the UK?
I have failed with no further opportunity to continue on the course	Your time with the University has come to an end because you failed and cannot progress to the next academic year.	You must email **internationalenrol@mmu.ac.uk** and tell us what you will do next. • If you will return home, please send flight tickets by email • If you will go to another university, please provide your Unconditional Offer letter by email • If you decide to submit an academic appeal, please send the receipt that you get from your Student Hub by email. You may be required to attend meetings with the International Office to discuss your case. Failure to attend any meetings may affect your stay in the UK.	**✗ No** You will no longer have permission to stay in the UK as you cannot continue with your studies at Manchester Met.

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status**

Reporting Duties

Withdrawal or suspension of studies

Home Office Rule

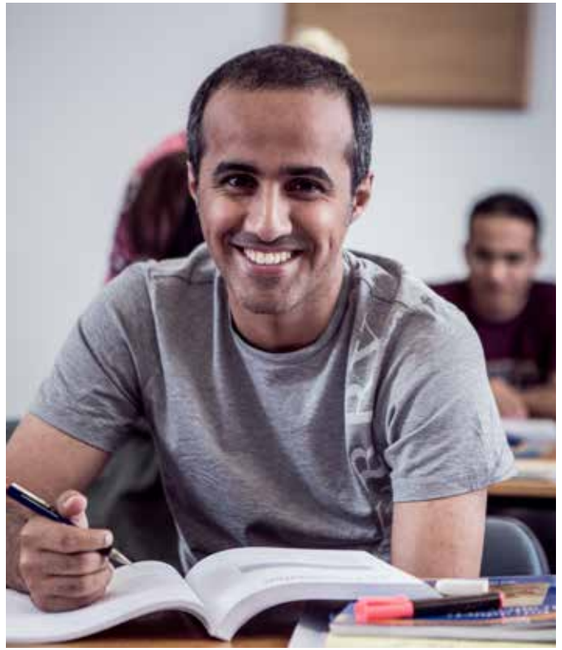
The Tier 4 sponsor to report if a student stops attending because of a withdrawal or suspension.

The University's Responsibility

The University must report to the Home Office if a student stops attending because of a withdrawal or suspension. The University must inform the Home Office within 10 days after the changes to the student record have been confirmed and provide student contact details.

Your Responsibility and required action

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



This table explains your required actions relevant to your circumstances.

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I want to withdraw from my studies after enrolment	You enrolled at Manchester Met and later in the academic year you decide to stop with the course. This could be because you are homesick and miss your family. You wish to return home.	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 Assessment Regulations are available at: **www.mmu.ac.uk/students** After your withdrawal from the course is approved, you must email **internationalenrol@mmu.ac.uk** and tell us you have decided to stop with your course and what you plan to do next. ▪ If you will return home, please send flight tickets by email ▪ If you will go to another university, please provide a copy of your Unconditional Offer letter by email	**✘ No** You will no longer have permission to stay in the UK as you have left the course and do not need to attend classes.

Reporting Duties

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I am withdrawn from the course by the University	You could be withdrawn by the University when you have: a) Consistently demonstrated an unacceptable level of engagement on your programme and/or missed examinations. b) Your immigration permission to stay in the UK has expired.	a) Your withdrawal from the course will be approved by your Faculty. b) Your withdrawal from the course will be approved by the International Office. You must email **internationalenrol@mmu.ac.uk** and tell us what you plan to do next: ▪ If you will return home, please send flight tickets by email ▪ If you will go to another University, please provide a copy of your Unconditional Offer letter by email ▪ If you decide to submit an academic appeal, please send the receipt that you get from your Student Hub by email. You may be required to attend meetings with the International Office to discuss your case. Failure to attend any meetings may affect your stay in the UK	**✘ No** You will no longer have permission to stay in the UK as you have been removed from your course and do not need to attend classes.

Reasons for withdrawing or suspending	Scenario	What should I do?	Can I stay in the UK?
I want to suspend my studies after enrolment	You enrolled at Manchester Met and need to take a break. This could be because you have fallen seriously ill and need long- term medical care.	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 Assessment Regulations are available at: **www.mmu.ac.uk/students** After your suspension from the course is approved, you must email **internationalenrol@mmu.ac.uk** and provide information about your whereabouts and dates of when you wish to return to your course. If you will return home, please send flight tickets by email. When it is time to return to your course, you must apply for a new CAS and Tier 4 (General) student visa. For more information about how to apply for a CAS and a new Tier 4, go to: : **www2.mmu.ac.uk/international/visas-and-immigration** Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. You can find more information about time limits on page 26	**✘ No** You will no longer have permission to stay in the UK while you take a break from your studies and do not need to attend classes.

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office.

For more information about curtailment/cancellation of your Tier 4 visa please see: **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status**

Repeating failed units

Home Office Rule

The Home Office will allow students to re-sit examinations or repeat a part of their course. If the student's immigration permission expires before they finish the re-sit/repeat, they must apply to extend it before their current permission expires.

The University's Responsibility

The University must report to the Home Office if a student is not required to attend classes for units they are repeating. The University must also inform the Home Office within 10 days after the changes to the student record have been confirmed and provide student contact details.

Your Responsibility and Required Action

If you are repeating units for any of the following reasons, please read the instructions and details of how this may affect your stay in the UK.

This table explains your required actions relevant to your circumstances.

Reason for repeating	Scenario	What should I do?	Can I stay in the UK?
I have not passed the year and must repeat failed units with attendance	You failed 90 units. You must repeat the units in order to progress on your course. Your Faculty informed you that you must stay in the UK, attend all classes and make use of university facilities.	You must check carefully which units you must repeat. You must submit all course work and attend mandatory re-registration at the beginning of the Spring and Summer terms. You may also be required to meet with the International Office to establish additional contact points. For all immigration related questions email **visaextension@mmu.ac.uk**. Don't forget, 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. As you need additional time in the UK to complete your course, you will need to extend your visa. You must apply for a new CAS and Tier 4 (General) student visa before your visa expires. For more information about how to apply for a CAS and a new Tier 4, go to: **www2.mmu.ac.uk/international/visas-and-immigration** Don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. Please see page 29 for further information.	✔ **Yes** Taught students are permitted to stay in the UK as long as you are required to **attend classes**. For postgraduate taught and research students **writing up**, you must provide monthly supervisory dates to prove you meet the Home Office definition for 'continued participation'.

Reporting Duties

Reason for repeating	Scenario	What should I do?	Can I stay in the UK?
I have not passed the year and must repeat failed units without attendance	You failed 30 units and must repeat the units in order to progress. You do not need to attend classes because you can submit coursework online and have an exam the following academic year.	If you will repeat the course without attendance you must email **internationalenrol@mmu.ac.uk** and provide information about your whereabouts and dates of when you need to return for your re-sits or re-assessments. If you will return home, please send flight tickets by email. When it is time to return to your course, you must apply for a new visa. If you remain in the UK and apply for a visa in a different visa category you need to send evidence of this to **internationalenrol@mmu.ac.uk**. If you have less than six months left on your course, you may be advised to return with a Short-term Study visa. If you wish to repeat failed units with attendance, you must contact your Faculty Programmes Office and request this formally by email, but don't forget the Home Office has introduced time limits under the Tier 4 (General) student visa route. The University might not be able to offer identical units to repeat with attendance.	✗ **No** You will no longer have permission to stay in the UK because you do not need to attend classes. You will have access to online university resources like Moodle and your University email account.

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status**

For more information about taking assessments or re-sits for International students, please refer to this website: **www.mmu.ac.uk/students/assessments**

You should **NEVER** travel to the UK on a General Visit visa as a tourist to complete re-sits or re-assessments. For more information about the eligibility requirements for the Tier 4 (General) or Short-term Study visa routes please refer to the Home Office website at **www.gov.uk/study-visit-visa** or email us **visaextension@mmu.ac.uk**

Changes In Your Circumstances

A significant change to your circumstances might be that:

- the location of your study changes
- you change courses within the University
- the length of your course becomes shorter
- you complete a work placement/exchange
- you change your immigration category to remain in the UK.

Home Office Rule

The Tier 4 sponsor to report significant changes in a student's circumstances.

The University's Responsibility

The University must report any significant changes to the Home Office within 10 days after the changes to the student record have been confirmed. These changes include, but are not limited to, the location of your study changing, you change courses within a University, if the length of a course of study becomes shorter or 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.

Changes In Your Circumstances

This table explains your required actions relevant to your circumstances.

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
My study location has changed	If the location of your study changes, for example your Faculty move to a different address.	You do not need to do anything. The University will report the new address to the Home Office.	✔ Yes
I am writing up or completing research abroad	As part of your course you are required to travel and stay in a different country to collect data or write up.	If you are a postgraduate student who has agreed with their Academic Supervisor to write up or conduct research abroad, you must submit a 'Change of study address' form. Please email **internationalenrol@mmu.ac.uk** for a copy of the 'Change of study address' form. The address change must be reported to the Home Office to protect your immigration status and permit travel in and out of the UK. You must also submit the form together with a copy of your flight tickets.	✔ Yes But time spent abroad must be in line with the Home Office definition for 'continued participation'.
I will participate in an exchange programme abroad	You applied to study at a partner University in Europe for one or two terms and will attend classes at the partner University.	The University will continue to sponsor your immigration. The University will report to the Home Office the location and duration of the exchange. You will be required to complete an end of term report. This will be sent to you by the exchanges team at the end of each term (December, April and June). You must email **internationalenrol@mmu.ac.uk** and make the International office aware of your placement.	✔ Yes Your visa will remain valid as Manchester Met will continue to monitor your engagement.

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I will complete a work placement in the UK	You must complete a work placement in the UK as part of your course.	You do not need to do anything. The University will report the location and duration of the work placement to the Home Office so that they know your whereabouts. The percentage of work being undertaken must not be more than 50% of the total length of the course. You must attend re-registration at Manchester Met at the start of the spring and summer. If you will require an extension to your Tier 4 (General) visa, you should return to your country of permanent residence before starting the work placement and apply for another CAS. You should then make an application to extend your Tier 4 (General) visa to return to the UK and complete your course.	✔ Yes
I will complete a work placement abroad	You must complete a work placement as part of your course. The placement provider is based abroad and not in the UK.	You must email **internationalenrol@mmu.ac.uk** and tell us about your placement. You must send a copy of your flight tickets and tell us when you plan to return to your course at Manchester Met. When it is time to return to your course, you must apply for a new CAS and Tier 4 (General) student visa from your permanent country of residence. For more information about how to apply for a CAS and a new Tier 4, go to: **www2.mmu.ac.uk/international/visas-and-immigration**	✘ No You will no longer have permission to stay in the UK as you do not need to attend classes at Manchester Met.

Changes In Your Circumstances

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I will complete an optional placement in the UK	Some programmes include an optional placement. If you are a Tier 4 student, you can take an optional placement only if the optional placement is identified in the Programme Specification for the programme, and you inform the relevant Programmes Office team that you intend to take the optional placement before the placement begins.	If you complete an optional placement, you must email **internationalenrol@mmu.ac.uk** and make the International Office aware. The UKVI has introduced new rules, which mean you need to return to your country of residence and apply for a new visa before you can enrol and begin your optional placement. If you do not provide the International Office with a new visa you will not be able to enrol onto your placement year. For example, if you have transferred from a 3 year full time course to a 4 year sandwich course, you will need to return to your country of permanent residence to apply for a new Tier 4 (General) visa before you can begin your placement year with Manchester Met. The percentage of work being undertaken must not be more than 50% of the total length of the course. You must attend re-registration at Manchester Met at the start of the spring and summer.	✔ Yes

Change in circumstance	Scenario	What should I do?	Can I stay in the UK?
I want to transfer courses within the University	You decide to transfer courses, for example you move from a Business Management to a Financial Management course.	If you would like to transfer courses after you have enrolled, you must consult your personal tutor or programme leader. Your Faculty Programmes Office will approve the transfer and make the changes to your student record. The University will report the change to the Home Office and provide the name of the new course, campus address and details if the duration of the course will become longer or shorter. If your previous course is unrelated to the new course, and you are unable to justify that the two courses combined support your career aspirations, then you will need to make a new Tier 4 application from outside of the UK. Please be aware that all course transfers are at the discretion of the compliance team. If your course will become longer, you will need to return to your country of permanent residence during a holiday period, apply for a new CAS to make a new Tier 4 (General) visa application. For more information about how to apply for a CAS, go to: **www2.mmu.ac.uk/international/visas-and-immigration/applying-for-a-visa/ applyingforavisa**	✔ Yes

In all of the above scenarios, where the University has reported your change in student status to the Home Office through your CAS number and you no longer have permission to stay in the UK, your visa will be curtailed/cancelled by the Home Office. For more information about curtailment/cancellation of your Tier 4 visa please see: **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Tier-4-status**

Monitoring Your Attendance

The University must report any unauthorised absences and 10 consecutive missed points of contact to the Home Office.

Course level	Points of contact	Attendance
Undergraduate and post-graduate taught	These include (and are not limited to): ▪ Attending pre-enrolment ▪ Completing online enrolment ▪ Collecting your ID card from your Faculty's Student Hub ▪ Attending Re-registration at the start of each term ▪ Attending timetable classes and/or events ▪ Attending exams ▪ Submitting coursework ▪ Accessing Moodle	You are required to confirm your attendance in classes through the Attendance Self-Registration Application (ASRA). You will therefore need to have a device that can access the University's secure Wi-Fi, such as a smartphone, a tablet or a personal computer. If you do not have such a device, you can log in using a University computer. If you do not confirm your attendance through ASRA, you may be withdrawn or suspended under the Procedure for the withdrawal of Tier 4 students for non-attendance. (**www.mmu.ac.uk/attendancevisa**)
Postgraduate research	These include (and are not limited to): ▪ Attending pre-enrolment ▪ Completing online enrolment ▪ Collecting your ID card from your Faculty's Student Hub ▪ Attending Re-registration at the start of each term ▪ Attending Graduate School workshops and annual conferences ▪ Submission of RD9 forms spread throughout the academic year ▪ Submission of forms during various stages of the research Degree example RD1, RD2, RDAR, RDDec etc.	Your attendance is monitored through the submission of Research Degree forms at the various stages of your research, the completion of RD9 forms when you meet with your Director of Studies or supervisory team and attendance at workshops. Please ensure you have regular meetings (eg monthly) with your supervisor and maintain deadlines for annual registration and annual reviews.

In general, if you are unable to attend a tutorial, exam and seminar or submit coursework on time, you need to provide an explanation of your absence. 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 any Student Hub.

Postgraduate research students should refer to the Graduate School for Regulations and Institutional Codes of Practice available at: **www2.mmu.ac.uk/graduate-school/regulations-cop-supporting-material**

For Manchester Metropolitan University term dates please refer to: **www.mmu.ac.uk/about/termdates/**. Please note that if you are completing a Postgraduate taught course (MA or MSc) at the University the term dates may not apply to you. For example, during the summer and autumn term while you are collecting data and writing up your dissertation you are considered to be studying full time.

Time Limits

The Home Office has introduced a time limit or "Cap" for the Tier 4 (General) Student route. Any delays you experience in your studies may affect your future stay in the UK and extending your visa under the Tier 4 route. For a course below degree level, the limit is 2 years, for all degree level courses, the limit is 5 years and for a second research degree (MRes, MPhil and PhD) the limit Is 8 years.

The UKVI will consider how much leave you have already received to study in the UK with a student visa.
They will base their calculation on the 'valid from' date and the 'valid until' date of each period of leave. If the time exceeds the limit you will not be granted a visa.

The Immigration Rules make it clear that it is the period of leave that you have previously been granted that will count towards the time limits, even if you did not spend all of this time studying and/or you used this time to study a different level of course. However, paragraph 109 of the Home Office's Tier 4 policy guidance states that if your leave has been curtailed, the date that your curtailed leave expired will be used: **www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student**

Any study you have completed on a non-Tier 4 visa (Dependent, Short Term Study visa etc) will not be counted towards the cap.

Please be aware of the following exceptions to the time cap rules:

- Courses in architecture, medicine, dentistry, veterinary medicine and science, or music at a conservatoire, are exempt from the limit
- If you have completed a UK degree, and your current Tier 4 application is to study certain legal qualifications (CPE, GDL/LPC or BPTC), the legal qualification is exempt from the limit
- If you are applying to study a course at a higher education institution (HEI) and the 5-year cap would prevent you from completing a fifth academic year at degree level or above, then the limit is extended to five years and 11 months
- If you have successfully completed a UK degree course which was at least four years long, and your Tier 4 application is to study a Master's degree at a higher education institution (recognised body or institution in receipt of public funding), the limit is six years
- If your Tier 4 application is to study a PhD at a higher education institution, there is no limit while you are studying the PhD

If you are concerned that you have reached your time limit and will not be able to extend your visa to complete your course, please send an email to **visaextension@mmu.ac.uk**.

For further information, please refer to UKCISA on 'Time limit (cap) on study': **www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements**

Visa Refusals

The University must report when your visa application has been refused by the Home Office within 10 days of receiving this information. If you receive a visa refusal notification from the Home Office, you must submit all the pages of the refusal notice as a PDF document by email to **visaextension@mmu.ac.uk**. The University will report the visa refusal to the Home Office.

If you think the refusal was incorrect, you can ask for an 'Administrative Review'. The University will not report the visa refusal in this instance; however you must email us at **visaextension@mmu.ac.uk** and provide proof of submitting an 'Administrative Review'. You must update the University by email as soon as you have the outcome of the 'Administrative Review'. Failure to inform the University will result in more serious sanctions which may include suspension/withdrawal from your course.

Overstaying

Overstaying means that you have stayed beyond the end date of your immigration permission, for example you stayed in the UK after your visa expired. Overstaying is a criminal offence. There is no 'grace period' within which you can lawfully overstay. If you overstay for more than 28 days you will not be allowed to apply for further leave to remain from within the UK. If you overstay by more than 90 days you will not be allowed to apply for further leave to remain from within the UK and will be subject to a re-entry ban for 12 months.

If you make a visa application in the UK while you are an overstayer, you are in the UK unlawfully pending the decision from the Home Office, therefore Manchester Met will not allow you to continue your studies. You will be referred to the Immigration and Welfare Team to discuss your situation and get Immigration advice. You may have to suspend/intercalate your studies depending on your situation and country of residence to protect your immigration status in the UK. Manchester Met will not issue a CAS to an overstayer unless you depart the UK and apply for a visa from your country of residence.

Overstaying will have serious consequences for any future immigration applications that you make, including applications for other countries. You must be honest in immigration applications and declare any periods of overstay if asked about them.

Should evidence present itself that you have intentionally overstayed your visa and you did not make any efforts to inform the University and depart the UK, this will result in more serious sanctions. You will be withdrawn from the University because it is a criminal offence to knowingly overstay.

Employment

The number of hours you are permitted to work is stated on your visa or Biometric Residence Permit.

Level of course	Hours per week during term time	Hours per week during vacations
A course at or above UK degree level *Example BA or BSc (Hons)*	The maximum amount of part-time work you can do during term time is 20 hours per week, if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
A course that is below UK degree level *Example HND or BTEC Foundation*	You are limited to 10 hours per week if you are studying and remain enrolled at Manchester Met.	You can work full-time during vacations.
Postgraduate taught courses	You are limited to work 20 hours per week until you have submitted your dissertation and do not have any further academic commitments. You are not permitted to work full-time while you are completing your dissertation at Manchester Met. For example during the summer and autumn term while you are collecting data and writing up your dissertation you are considered to be studying full-time.	If you are completing a Postgraduate taught course (MA or MSc) the University's term dates do not apply to you as your course is full time for 12/15 months.
Postgraduate research courses	All full-time research students are limited to no more than 20 hours paid employment per week throughout the duration of their research degree. This rule is set by the University. This is to ensure that students do not compromise their ability to successfully complete their research degree programme.	The University's term dates do not apply to you as your course is full -time.

Please visit page 39 for further information on Manchester Met's student employment policy.

Quick Guide to Tables and Questions

Use this quick guide to find the correct page relevant to your circumstances.

- A summary of the documents you must submit to Manchester Met 11
- I do not wish to continue studying 13
- I want to take a break from my studies for the entire academic year 13
- I have failed with no further opportunity to continue on the course 14
- I want to withdraw from my studies after enrolment 16
- I am withdrawn from the course by the University 17
- I want to suspend from my studies after enrolment 18
- I have not passed the year and must repeat failed units with attendance 20
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- My study location has changed 23
- I am writing up or completing research abroad 23
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Your Tier 4 Student Journey with Manchester Met

Police Registration

Your visa, passport stamp, BRP or letter from the UK embassy should tell you if you must register with the police. Appendix 2 of the immigration rules also list those nationals who are required to register, the list can be accessed here: **www.gov.uk/guidance/immigration-rules**.

Failure to register with the police is an offence under Section 26(1) (f) of the Immigration Act 1971 and where you fail to register, the police can consider prosecution. You may be liable to arrest and could face a fine of up to £5,000, six months imprisonment, or both. Your stay in the UK may also be affected and future visa applications will be refused if you have failed to register. If you are late registering with the police they will place a 'late notification' stamp on your police registration certificate and inform the Home Office. This may affect your next visa application.

You are advised not to carry the Police Registration Certificate (PRC) with you but to keep it in a safe place together with your passport/travel documents. If you are asked to produce the Police Registration Certificate, you will be given 48 hours in which to do so at any police station.

For more information, please go to: **www2.mmu.ac.uk/international/arrival/police-registration**

Academic Technology Approval Scheme - ATAS

You may be required to obtain an ATAS certificate if your course leads to a qualification at postgraduate level and is in a specified subject area. The subject areas which require ATAS relate to where the knowledge gained may have application in the development of weapons of mass destruction (for example, certain science subjects, mathematics, engineering, technology or medicine). The certificate is issued by the Foreign and Commonwealth Office (FCO) and must be obtained prior to an application for Tier 4 student leave.

Manchester Met will confirm in your CAS whether you require an ATAS clearance certificate or not.

If you need to extend your Tier 4 visa and your course requires an ATAS certificate you will need to apply for a new certificate every time you apply for an extension to your Tier 4 visa. You can check the list of subject areas that require an ATAS clearance certificate in the applicants' criteria section of the ATAS website: **www.gov.uk/guidance/academic-technology-approval-scheme**

Healthcare and the NHS

During your time here in the UK, it is likely at some point that you will need to access healthcare services. Healthcare in the UK is provided by the National Health Service (NHS). Treatment for accident & emergencies is free for everyone and some services, such as family planning and infectious diseases, are also provided for free.

If you have a visa for longer than 6 months, you and your dependants are entitled to all NHS care provided for free, as you will have paid an Immigration Health Surcharge prior to your visa being issued.

If you are a non-EU student on a course of less than six months, you should purchase health care insurance to cover any charges from the NHS. Any services you are required to pay for will be charged at 150% of the usual tariff.

Registering with a GP

Students who have a visa for longer than 6 months and are permitted free healthcare should register with a doctor as soon as possible. For further information, please see Student Services Health Advice **www.mmu.ac.uk/sas/studentservices/health.php** or the NHS Health Services providers **www.nhs.uk/service-search**.

When registering with the GP you should remember to take a Proof of Study letter available from the Student Hub. If you are eligible for NHS care you can also apply for an European Health Insurance Card to cover healthcare on any travel in mainland Europe, for more information regarding this please see here **www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx**.

For information on healthcare in the UK and how to stay healthy, please see the help sheet from the UK Council for International Student Affairs: **www.ukcisa.org.uk/Information--Advice/Living-in-the-UK/Health-and-healthcare#RL**

Maternity leave

If you become pregnant during your studies there are a variety of factors to consider regarding whether you need to, or wish to, change your study plans:

- Can you realistically continue your studies whilst pregnant or in the immediate months after the baby is born?
- When is your due date and does your due date fall around a crucial time of your studies?
- Are you able to financially support yourself and child in the UK whilst studying?
- Are you financially sponsored and if so have you informed your sponsor of your circumstances and agreed an appropriate plan of action with them.
- Would it be appropriate for you to take a suspension of studies?
- If you plan on returning home to give birth most airlines will not carry pregnant passengers beyond the 7th month of pregnancy, can you return home at a suitable point in your studies?
- If you are not able to maintain your engagement in studies Manchester Met will cease sponsoring your Tier 4 visa, you would then need to return home and apply for new visa when you are able to recommence studying. If you seek healthcare in the UK between suspension of study and departing the UK you may be required to pay. This is because you will no longer be an active student and the immigration health surcharge you paid will no longer apply

Please be aware pregnancy is not considered a viable reason for exceptional factors, however complications related to pregnancy can be considered. You should seek further advice from your Student Support Officer or the Immigration & Welfare team if necessary.

Volunteering and Voluntary work

During your studies you may wish to do some volunteering or voluntary work to help you get more experience and skills. You should be aware of the differences in what is volunteering and what is voluntary work and whether your visa permits you to carry out voluntary work.

- Voluntary work/workers: this is unpaid employment and usually has contractual obligations to perform the work, for example, to attend at specific times and carry out specific tasks. The contract does not have to be written.

Tier 4 visa holders can carry out voluntary work. Any voluntary hours worked should be included when calculating the hours permitted under your Tier 4 visa.

- Volunteering: students who are volunteering do not have a contract, are not a substitute for an employee and must not be doing unpaid work or receiving payment in kind. Students who are volunteering are sometimes reimbursed reasonable travel and subsistence expenses and usually help a charity, voluntary or public sector organisation. Volunteering is usually considered an additional beneficial extra to support work done by employees, if there were no volunteers the work would still be carried out.

Volunteering is not considered unpaid employment therefore; students on Short-term Study visa holders are permitted to volunteer.

If you wish to find a volunteering opportunity please get in touch with The Union at Manchester Metropolitan here: **www.theunionmmu.org/your-opportunities/volunteering**.

Your Tier 4 Student Journey with an Employer

Employment during your studies

If you have Tier 4 immigration permission to study at Manchester Met your visa should have been granted with the following work permission:

Your course level as stated on your CAS is:	Work permission
NQF level 3 or you are taking a pre-sessional course at B2 level	Part-time work up to 10 hours per week during term time and full-time during vacations
NQF level 6 or above	Part-time work up to 20 hours per week during term time and full time during vacations

Term dates are available on our website here: **www2.mmu.ac.uk/about/termdates**, please note, Master's students do not have vacation periods except at Christmas and Easter.

All students with work permission also have the following restrictions:

- you cannot fill a full-time permanent vacancy
- no self-employment (this means no freelance or consultancy work and you cannot setup your own business)
- no work as a professional sports person or entertainer

The permitted term time hours does not mean an average of 10/20 hours, it means you cannot work more than 10/20 hours in any rolling seven-day period. You can work for several different employers, but the total hours over all your jobs should not exceed the maximum permitted.

It is your responsibility to ensure you do not breach the conditions of your visa. You should keep a log of the hours you have worked in case you ever need this for future reference, for example write the time and hours worked in a diary or keep a log on the calendar of your mobile phone.

There is a free app available for android phones called "Tier Four Work Hours Calculator" which may help you manage your working hours.

The Home Office can and do make unannounced visits to employers to check on illegal working and by obtaining information from the tax department, HMRC. The UK immigration authorities take working too many hours very seriously and you could be removed from the UK and refused future visa applications if you have been in breach of your work conditions.

For more information, please see UK Council for International Student Affairs: **www.ukcisa.org.uk/Information--Advice/Working/Can-you-work** and the Tier 4 policy guidance: **www.gov.uk/government/publications/guidance-on-application-for-uk-visa-as-tier-4-student**

If you have immigration permission (a visa) for the UK that is not a Tier 4 visa, for example **Short Term study or PBS dependant** please check your visa for your work permissions.

Undergraduate Programmes

Students on full-time undergraduate programmes may not be employed by the University for more than 16 hours per week in term-time. The University's standard term dates will apply, except where specific term dates are approved for individual programmes. Outside of the relevant term dates, there is no restriction on the number of hours per week for which a full-time undergraduate student can be employed by the University.

Postgraduate Taught Programmes

Students on full-time postgraduate taught programmes are required to spend the Summer vacation (i.e. from the end of the Summer Term to the beginning of the Autumn Term) working on a 60-credit project/dissertation. This period is therefore treated as being equivalent to term-time for these students. As a consequence, they may not be employed by the University for more than 16 hours per week, except during the Christmas vacation (i.e. from the end of the Autumn Term until the beginning of the Spring Term) and the Easter vacation (i.e. from the end of the Spring Term until the beginning of the Summer Term), when there is no restriction on the number of hours per week for which a full-time taught postgraduate student can be employed by the University.

Research Degree Programmes

There are no term dates for students on full-time postgraduate research programmes. These students have 30 days of annual leave, the timing of which is approved by their supervisor. For wellbeing reasons, the University takes the view that annual leave should be regarded as a break and not as an opportunity to engage in employment within the University. Therefore, full-time postgraduate research students cannot be employed by the University for more than 16 hours per week at any time of the year. There are no University restrictions on working hours for part-time postgraduate research degree students.

As of December 2016, the University has implemented a suspension of sessional employment of Tier 4 students. The situation will be reviewed in summer 2017.

Employment after your studies

After your course has finished and you have graduated, you may want to stay in the UK and work. If you have a Tier 4 visa you are permitted to work full time in a temporary position until your Tier 4 visa expires. If you wish to fulfil a permanent position in the UK, you would be required to apply for a Tier 2 work visa and this requires a prospective employer to hold a Tier 2 licence, similar to Manchester Met supporting your Tier 4 visa.

Finding a permanent position in the UK after your studies can be challenging. However, Manchester Met's Careers and Employability Service offers various support such as career guidance and job hunting, writing a CV and interview techniques, amongst others.

When looking for post-study work you should check that a prospective employer holds a Tier 2 licence, this can be checked on the UK government website: **www.gov.uk/government/publications/register-of-licensed-sponsors-workers**

There are a variety of other types of visas which permit staying in the UK after you have finished your studies, these are:

Tier 4 Doctorate Extension Scheme: If you have an offer to work at Manchester Met after you have completed your PHD you can apply for a one year visa permitting work. The visa is sponsored by Manchester Met and must be applied for before your viva date, for more information please see here: **www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3780**

Tier 1 (Graduate Entrepreneur): This scheme is aimed at recent graduates who have a genuine and credible business idea and entrepreneurial skills. Manchester Met would act as your sponsor for your visa under this scheme. For more information, please see here: **www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3796**

Tier 1 (Entrepreneur): If you would like to set up and run a business in the UK you may be eligible for an entrepreneur visa, for more information please see here: **www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3797 and here: www.gov.uk/tier-1-entrepreneur**

Tier 1 (Investor): An investor visa is suitable if you want to invest £2,000,000 or more in the UK, please see here for more details: **www.gov.uk/tier-1-investor/overview**

Tier 5 Temporary Worker: This scheme allows you to undertake specific work in the UK for a period of one or two years, the work is in the following categories:

- Creative & Sporting
- Charity workers
- Religious workers
- International agreements
- Government Authorised Exchange

For further information please see: **www.ukcisa.org.uk/Information--Advice/Working/Working-after-studies#layer-3825**

Tier 5 Youth Mobility: This visa is available to nationals of Australia, Canada, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea and Taiwan, British Overseas Citizens, British Overseas Territories Citizens and British Nationals (Overseas). It permits those holding the visa to work in the UK for up to 2 years. You must apply for this visa from your country of residence, for more information please see here: **www.gov.uk/tier-5-youth-mobility**

Useful Information and Contacts

My enquiry is about	Who should I email?	Useful websites
CAS Request Form	visaextension@mmu.ac.uk	www2.mmu.ac.uk/international/visas-and-immigration/applying-for-a-visa
Extending immigration permission to enter/ remain in the UK		
Repeating/Re-sitting	visaextension@mmu.ac.uk	www.mmu.ac.uk/students/assessments
BRP collection or corrections	visaextension@mmu.ac.uk	www2.mmu.ac.uk/international/arrival
Pre-enrolment	internationalenrol@mmu.ac.uk	
Re-registration		
Attendance Self-registration Application		
Change of Study Address Form		

You can call the International Office on +44 (0)161 247 1022 (option 3).

Glossary

- **Visa or Biometric Residence Permit (BRP):** is a document issued by the Home Office as evidence of their immigration permission (also known as leave to enter or remain).
- **Tier 4 sponsor:** When you apply for your Tier 4 (General) student visa, your name is added to a University's sponsor license number. Manchester Metropolitan University is your Tier 4 sponsor if your visa has the University's sponsor license number on it.
- **Non-EEA:** You reside outside the European Economic Area.
- **Tier 4 (General) Student Visa:** If you are studying on a full time degree programme for longer than six months, you must apply for a Tier 4 Student visa. You need a CAS from a Tier 4 sponsor. In most cases you can extend your immigration permission in the UK and switch into a work category. You can work a maximum of 20 hours per week during term-time (or 10 hours if you are studying below degree level). You can use the National Health Service. You can bring dependents if your programme is 12 months or longer and you are studying at postgraduate level or your programme is 6 months or longer and you have a full government scholarship (**www.gov.uk/tier-4-general-visa**).
- **Short-Term Study Visa:** If you are studying on a degree programme that is less than six months in duration. You cannot extend your immigration permission in the UK. You are only able to spend a maximum of six months in the UK as a visitor in any 12 month period. You cannot work paid or unpaid. You cannot use the National Health Service, so you will need to have medical health insurance. You cannot bring dependents (**www.gov.uk/study-visit-visa/overview**).
- **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 is your actual and current address (house, apartment) where you live in or near Manchester or Crewe while you are studying at Manchester Met.
- **Withdraw:** You wish to drop out and leave from your course.
- **Suspend:** You wish to take a break from your course after you enrolled. You intend to rejoin it again at the next available opportunity.
- **Intercalate:** You wish to take time out from your course before you enrol, with the intention of rejoining it again the next academic year.
- **Continued Participation:** The Home Office has defined continued participation as attending classes or having contact with the University. If you do not have classes or contact with the University for more than 60 days (except for recognised vacation periods) and you have ongoing permission to stay in the UK, the University must tell the Home Office and you will be advised to leave the UK. If your permission is due to expire, the University can only assign a CAS when you are ready to return to the UK.

Disclaimer

This document has been prepared to provide Manchester Met students with an overview of the University and a student's responsibilities and is a guide for general information only. It does not represent a full statement of legal requirements and is not intended to be relied upon in any specific student's case. **'Your Visa is Your Responsibility'**.

Individual students should ensure that they understand immigration guidelines and keep up to date with changes to legislation or rules during their stay in the UK in order to protect their immigration status. Students should be aware that the Home Office may revise its policies at any time and the law is subject to change. Whilst Manchester Met has used reasonable endeavours to ensure that the guide is accurate at the time of preparation, it accepts no responsibility for any omission or for any loss or damage arising from its use.

Manchester Met shall be entitled to revise its policies or procedures relating to compliance with its Home Office sponsor duties at any time within an academic year.

For full terms and conditions of study at Manchester Metropolitan University, please visit **www.mmu.ac.uk/legal**.

This information contained in this publication was written in July 2016.

Manchester Metropolitan University

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