



Your Visa, Your Responsibility





UNIVERSITY

Your responsibilities at Manchester Met.



EMPLOYMENT

Your responsibilities during any employment.



COMMUNITY

Your community responsibilities.

Your Visa, Your Responsibility

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WELCOME TO MANCHESTER METROPOLITAN UNIVERSITY

Manchester Metropolitan University (Manchester Met) has a licence with UK Visas and Immigration (UKVI) 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 (University)** explains the reporting and record-keeping duties of the University as your Student Visa (General) sponsor. It explains what you need to do during your studies at Manchester Met to protect your immigration status in the UK. The sub-headings include UKVI Rules, the University's Responsibility and Your Responsibility.
- **The second section (Community)** provides useful information about your 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 (General Practitioner). 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 (Employment)** is about your student journey with a potential employer in the UK. This section provides useful information about employment during and after your studies.

By enrolling with the University, you agree to meet these responsibilities. If you do not, it may affect your stay in the UK.



UK Visas and Immigration (UKVI) 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 UKVI through your Certificate of Acceptance for Studies (CAS) number. Reporting to UKVI is completed through the UKVI Sponsorship Management System.

Your entry clearance or leave to remain has been granted subject to the conditions stated in 'Appendix ST: Student' of the immigration rules.

<https://www.gov.uk/guidance/immigration-rules/appendix-st-student>

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



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UNIVERSITY

Your responsibilities at
Manchester Met.



RECORD-KEEPING DUTIES

UKVI can contact the University at any time to request documents and information about each student visa holder. These normally include a copy of:

- Your passport
- Evidence of your immigration permission for the UK
- A list of your current and previous UK contact details
- An Academic Technology Approval Scheme (ATAS) certificate (where required)
- For students under 18, a consent letter from a parent or guardian
- Documents and information from your admissions application
- Your attendance record



HOW THE UNIVERSITY COLLECTS YOUR DOCUMENTS

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 (eg original qualifications, including proof of English language proficiency).

If you are a **returning** student and the University does not have up-to-date 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 our immigration permission to be in the UK and study.

If you cannot provide up-to-date immigration documents 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 and study would normally include:

- 30-day travel visa and decision letter from the UKVI
- Front and reverse side of your Biometric Residence Permit (BRP)

Please note, if you have entered the UK using a travel visa you would normally be required to collect your BRP within ten working days from the address you nominated on your visa application.

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



YOUR RESPONSIBILITY AND REQUIRED ACTION

DURING RE-REGISTRATION

Manchester Met has mandatory re-registration sessions at the beginning of each term for all student visa holders. 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 coursework and/or attend classes; this could result in you receiving a formal warning and ultimately more serious sanctions, such as you being withdrawn from the University.

STUDENTS WITH AN ONGOING APPLICATION OR APPEAL

Sometimes you may arrive at the University whilst you are waiting for an application or an appeal to be decided. In order to enrol you may need to provide evidence that your application or appeal was made on time and that you are still waiting for a decision. In some instances we may ask your permission to contact UKVI to confirm your current immigration status. If we are unable to confirm your current immigration status, the University will assume you do not have permission to stay in the UK and you could be withdrawn from your course. You can contact the International Office by email at **VisaCompliance@mmu.ac.uk** to confirm your student status.



UPDATING YOUR CONTACT DETAILS

It is your responsibility to make sure the University has your latest contact details including a permanent overseas address, temporary UK address and phone number. You can manage this online or with the Student Hub.

Report a change of address to UK Visas and Immigration online via **[gov.uk/change-circumstances-visa-brp](https://www.gov.uk/change-circumstances-visa-brp)**

If there are other changes, such as nationality or name, please email **immigration@mmu.ac.uk** for guidance.



MANAGING YOUR ENGAGEMENT

If you are undertaking a taught programme of study, including courses taught in Manchester School of Architecture, the University must keep a record of your attendance in key sessions from your Manchester Met timetable, examinations and the dates your assessments are submitted during each academic year. Please make sure you record your attendance in a class, tutorial, seminar or studio session by using a card reader in the room or by self-recording your attendance at attendance.mmu.ac.uk

If you are undertaking a research degree, records of your engagement are managed by checking the progression points on your course and the submissions of your supervisory record forms (also known as an RD9) on Skills Forge. Please make sure you submit at least one RD9 form per month.

For further information, please see: <https://www.mmu.ac.uk/study/international/when-you-have-an-offer/secure-your-place/when-you-arrive-uk>

THE TABLE BELOW PROVIDES A SUMMARY OF THE DOCUMENTS YOU MUST SUBMIT TO MANCHESTER MET.

WHAT TO SUBMIT	WHEN TO SUBMIT	WHO SHOULD SUBMIT	CONTACT
Passport	Pre-enrolment	New and returning students	VisaCompliance@mmu.ac.uk
Evidence of immigration documents for the UK	Pre-enrolment and Re-registration		
Up-to-date contact details	Online enrolment and at any point your contact details change		
Academic Technology Approval Scheme (ATAS) clearance certificate (if needed)	Pre-enrolment		
For under 18s - copy of the letter of consent from Parent or Guardian (if needed)		New students	
Copies of evidence used to assess your eligibility to join a Manchester Met course (eg, qualifications and English proficiency)	Pre-enrolment		

REPORTING DUTIES

The University is required to let UKVI know if your academic situation changes. In some instances the University is also required to withdraw sponsorship of your visa; examples of this include:

- Failing to enrol or re-enrol for your course
- Withdrawing or taking a break in your studies
- Repeating failed units without attendance
- Failing your course without any further opportunities to repeat
- Low levels of engagement on your course, including attendance in timetabled classes
- Completing your course earlier than the end date on your CAS

In most of the above scenarios, where the University has reported a change based on you not actively studying via your CAS number, UKVI will write to you confirming when your visa will be cancelled. This is known as a curtailment.

For further information please see: mmu.ac.uk/international/visas-and-immigration/changes-of-circumstance



WITHDRAWAL OR SUSPENSION OF STUDIES

UKVI RULE

A student visa sponsor needs to report if a student stops attending because of a withdrawal or suspension.

THE UNIVERSITY'S RESPONSIBILITY

The University must report the withdrawal/suspension within ten working days of the status change on your student record. The University will also provide UKVI with the student's last recorded UK address, phone number and personal email address.

YOUR RESPONSIBILITY AND REQUIRED ACTION

If you stop studying you should contact **VisaCompliance@mmu.ac.uk** to see if any of the scenarios on our website apply: mmu.ac.uk/international/visas-and-immigration/changes-of-circumstance

REPEATING FAILED UNITS

UKVI RULE

UKVI 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.

If you no longer have any further opportunities to pass the course the University will be required to withdraw sponsorship of your visa.

THE UNIVERSITY'S RESPONSIBILITY

The University must report to UKVI if a student is not required to attend classes for units they are repeating. The University must also inform UKVI within ten working 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 failed units, you should contact **VisaCompliance@mmu.ac.uk** to see if any of the scenarios on our website apply: mmu.ac.uk/international/visas-and-immigration/changes-of-circumstance



CHANGES IN YOUR CIRCUMSTANCES

The University is required to let UKVI know if aspects of your course change:

- The location of your study changes
- You decide to transfer courses
- You take an optional placement year or exchange
- You change immigration category whilst in the UK

For further information please see: mmu.ac.uk/international/visas-and-immigration/changes-of-circumstance

UKVI RULE

A student visa sponsor to report significant changes in a student's circumstances.

THE UNIVERSITY'S RESPONSIBILITY

The University must report any significant changes to UKVI within ten working days after the changes to the student record have been made. These changes include, but are not limited to, the location of your study changing, the length of your course becoming shorter or undertaking 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 by visiting: mmu.ac.uk/international/visas-and-immigration/changes-of-circumstance

PROBLEMS WITH YOUR BRP

If there is an error on your BRP with your personal details, length or conditions, you need to report it within ten days to UKVI. Guidance is available from ukcisa.org.uk or contact immigration@mmu.ac.uk for further advice.

The same applies if your BRP is lost or stolen. The University will need a copy of your replacement when you receive it.

EXTENDING YOUR VISA

If your course changes, you transfer to a placement, transfer course, have re-sits, are repeating a year or otherwise have an extension then you may need to extend your visa.

You will need to request a fresh CAS to make a fresh student visa application and again pay the Immigration Health Surcharge; any dependants can extend their visas too.

If your course requires ATAS clearance you will need to apply again for a new certificate to support your visa application.

It is possible for some students to extend a student visa inside the UK; to check if this is possible please check UKCISA's website ukcisa.org.uk under 'can you apply in the UK?' or email immigration@mmu.ac.uk for guidance.

If you have Police Registration as a condition of your visa you need to ensure your address is current and your certificate is available to support your application.

There are limits to the amount of time a student visa holder can spend in the UK studying at an Undergraduate level or below. If this is a concern please email immigration@mmu.ac.uk to discuss your options with an adviser.



RENEWING YOUR ATAS

If you are currently enrolled on an ATAS-related course you must apply for a new ATAS clearance certificate if you have:

- changed your course or chosen modules – this includes the area of research for students completing research degrees
- changed your institution
- are applying 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

The application may be a requirement regardless of the type of immigration permission you currently hold.

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.

VISA REFUSALS

If your application is not successful please let us know immediately by sending a copy of the Refusal Notice to immigration@mmu.ac.uk, we can then advise you on your next steps.

Guidance will be provided on your options: to challenge the refusal, apply for a new CAS to make a new visa application or take a break from your studies.

As your sponsor, the University needs to report the refusal within ten working days.

OVERSTAYING

Spending even one day in the UK after your visa expires is a criminal offence, unless you made an application to extend your visa before it expired.

If you overstay your visa you are unable to study, rent accommodation or have a bank account.

You can make a valid application as an overstayer in the first 14 days under certain circumstances but you will be continuing to overstay until your application is decided. For further information about what circumstances Manchester Met will support a new application under, please see the appropriate CAS Policy at: mmu.ac.uk/CAS

If we advise you to leave the UK, you will be asked to send flight details so we can confirm this to UKVI.

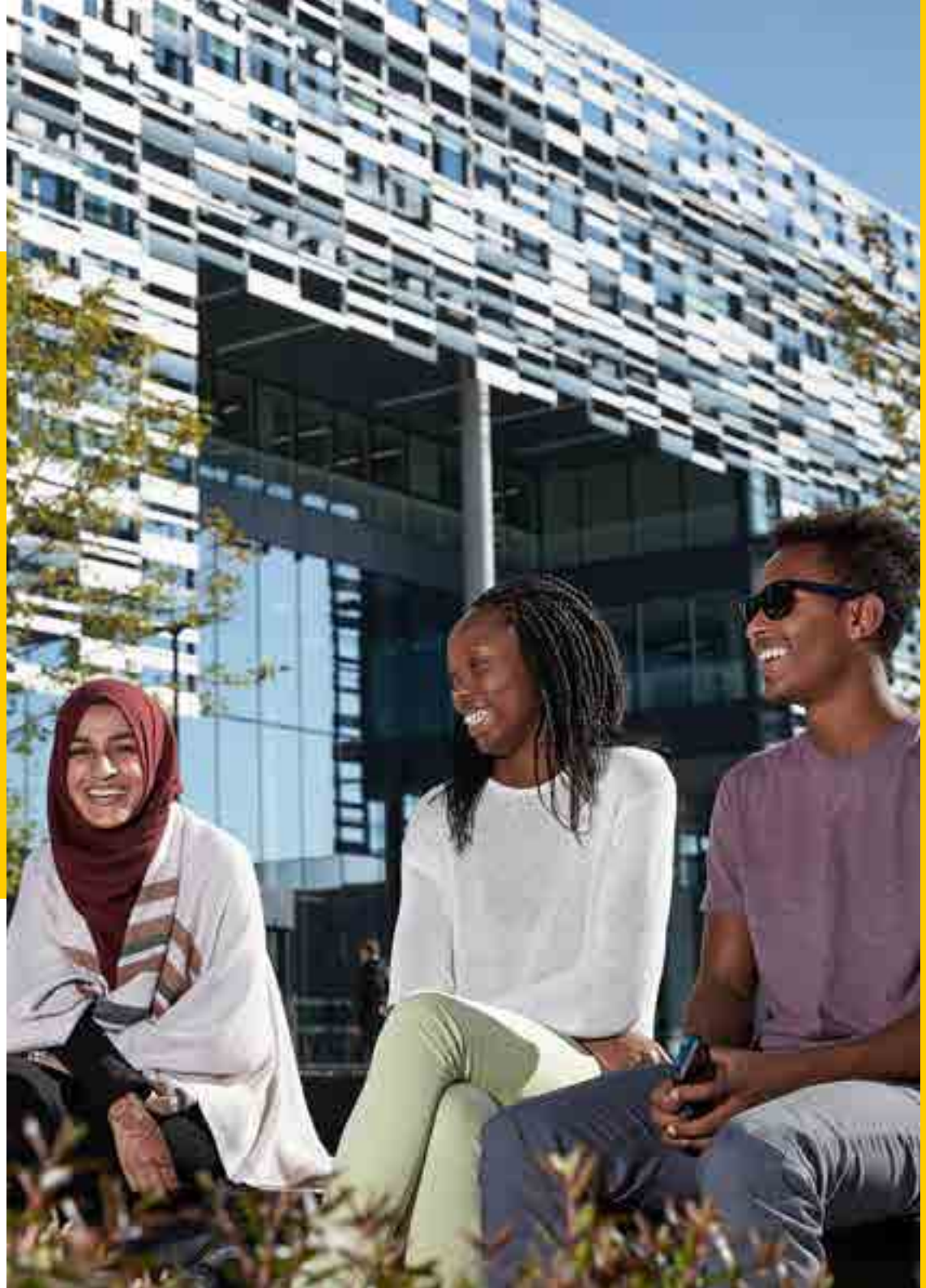
You will need to declare the overstay on every future visa application; an overstay of more than 30 days will get you a one-year re-entry ban and forgetting to declare the overstay can get you a ten-year entry ban.

If you have overstayed please contact an adviser by emailing immigration@mmu.ac.uk



COMMUNITY

Your community responsibilities.



YOUR STUDENT JOURNEY IN YOUR COMMUNITY

MEDICAL CARE AND THE NATIONAL HEALTH SERVICE

Doctors, dentists and hospital services are provided by the National Health Service (NHS), partially funded by the Immigration Health Surcharge. Walk-in centres can help with minor injuries, same-day service with no appointment required. Emergency and Urgent Care is for very serious accidents or acute illness which require hospital treatment and aftercare. Dentists are also partially funded by the NHS, though some charges apply for appointments and treatments, even for students who have paid the Immigration Health Surcharge.



REGISTERING WITH A DOCTOR

Primary care is through a General Practitioner (GP), a doctor who provides assessment and treatment by appointment or refers to specialist services as required, free of charge. To find a GP near you check [nhs.uk/service-search](https://www.nhs.uk/service-search) or register with The Arch Medical Practice near the University: [thearchmedicalpractice.co.uk](https://www.thearchmedicalpractice.co.uk)

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: [ukcisa.org.uk/Information-Advice/Studying-living-in-the-UK/Health-and-healthcare](https://www.ukcisa.org.uk/Information-Advice/Studying-living-in-the-UK/Health-and-healthcare)



OPENING A BANK ACCOUNT

To open an account, most banks will require a letter to confirm enrolment from the University before they will open an account for you. You can request this letter via the Student Hub after you have completed pre-enrolment and online enrolment.

Be cautious of anyone approaching you with the promise of cash in exchange for the use of your bank account. It could be a criminal offence and, if found being involved in such criminal activity, it can have a negative impact on your financial records and affect future applications for a mortgage, credit card, mobile phones and any other credit-related services. It may also impact any future immigration applications.

If you feel that your account may have been misused, we encourage you to speak to your bank or to the police.

The British Council's 'Creating Confidence' guidance and the UKCISA website both contain helpful information for students in relation to banking in the UK. You can find more information at: [mmu.ac.uk/international/arrival/opening-a-bank-account](https://www.mmu.ac.uk/international/arrival/opening-a-bank-account)

POLICE REGISTRATION

Certain nationalities are required to register with the police in the UK as a condition of their visas. You can find full details from Greater Manchester Police: [gmp.police.uk/advice/advice-and-information/ov/registering-overseas-visitor/af2/how-to-register](https://www.gmp.police.uk/advice/advice-and-information/ov/registering-overseas-visitor/af2/how-to-register)

Once you have requested the appointment, do not worry about the date being more than a week after your arrival, and ensure you attend it with the required documents.

If you live outside Greater Manchester and would like help finding your local registration office please email immigration@mmu.ac.uk

STAYING IN THE UK FOR REASONS OTHER THAN STUDY

A student visa is issued primarily for the purpose of study. If there are issues preventing you from engaging in your studies then you should seek support from the University, starting with the Student Hub. If you are not able to actively engage in your programme of study the University cannot continue to sponsor your student visa. If you need to remain in the UK for reasons other than study you will need to apply for a different immigration permission, and should consult a registered immigration adviser or immigration solicitor outside the University. To discuss this with an immigration adviser in the University please email immigration@mmu.ac.uk

To resume your studies you would need to show the University that you have valid Leave that permits you to study in the UK.

A full list of OISC-regulated immigration advisers can be found by visiting: home.oisc.gov.uk/adviser_finder/finder.aspx

The University also has help and support available for students who require health and wellbeing advice at:

mmu.ac.uk/counselling

mmu.ac.uk/media/mmuacuk/content/documents/policy/Pregnancy-and-Maternity-Guidelines--Students.pdf



VOLUNTEERING AND VOLUNTARY WORK

Volunteering or voluntary work alongside your studies helps develop skills and provides engaging enrichment opportunities. 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.

Student visa holders can carry out voluntary work. Any voluntary hours worked should be included when calculating the weekly hours permitted under your student 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 and if there were no volunteers, the work would still be carried out.

Volunteering is not considered unpaid employment, therefore students on Short-term Study visas are permitted to volunteer.

For more volunteering opportunities, visit the Opportunities team in The Union or visit: theunionmmu.org/volunteering

PLACEMENTS

If you secure a placement which is an integrated and assessed part of your course of studies it is not considered work, and the hours are unrestricted.

The Placements Office can provide a letter for the employer confirming this, and your placement provider will also need a copy of your passport, visa and BRP.

You are able to work an additional 20 hours outside of your placement, if you have time.



EMPLOYMENT

Your responsibilities during any employment.



YOUR STUDENT JOURNEY WITH AN EMPLOYER

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 set up 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 one week Monday to Sunday. 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 record the hours you work for reference, write the hours worked in a diary or keep a record in your phone's calendar.

UKVI visit employers to check employees' right to work. UKVI 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 the following web pages:

[ukcisa.org.uk/Information--Advice/Working/Can-you-work](https://www.gov.uk/government/publications/points-based-system-student-route)

<https://www.gov.uk/government/publications/points-based-system-student-route>

PBS dependants are not restricted in the same way, but all students are asked to consider their study/work/life balance. Short-term study visa holders are visitors and not allowed to work in the UK.

UNDERGRADUATE PROGRAMMES

The University's standard term dates will apply, except where specific term dates are approved for individual programmes. During University vacation periods, there is no restriction on the number of hours per week a full-time undergraduate student can work.



EMPLOYMENT DURING YOUR STUDIES

If you have permission to be in the UK as a 'student', your visa should have been granted with the following work permissions:

LEVEL OF COURSE	HOURS PER WEEK DURING TERM TIME	HOURS PER WEEK DURING VACATIONS
A course at or above UK degree level (for 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 (for example, pre-sessional 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 working 20 hours per week until the end date of your course. You can find this date on your CAS. You are not permitted to work full-time during the time you would normally be expected to complete a dissertation. 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.	In general, the only vacation periods you can work full-time are during Christmas and Easter.
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 and there are no official vacation periods as part of your course.

POSTGRADUATE TAUGHT PROGRAMMES

Students on full-time postgraduate taught programmes are required to spend the Summer vacation (ie from the end of the Summer Term to the beginning of the Autumn Term) working on a 60-credit project/dissertation. This period is considered equivalent to term time for these students and the 20 hours maximum working hours applies. There are no restrictions on the number of hours you can work during official vacation periods on your course such as Christmas and Easter.

If you submit your final assessment early, you must still wait until the official course end date before you may work full-time.

RESEARCH DEGREE PROGRAMMES

Term dates do not apply to 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.

WORKING FOR THE UNIVERSITY

The University employs students via Jobs4Students. During term time students can be employed by the University for up to a maximum of 16 hours per week. If you wish to work for more than 16 hours per week, this will be dependent on the restrictions in place on the type of course you are studying and if you are classed as being in term time.

EMPLOYMENT AFTER STUDIES

You may be interested to stay in the UK and work after your studies, and with a student visa you are permitted to work unlimited hours in the wrap up period at the end of your course. If you are looking for a permanent position in the UK your job would need to meet the Tier 2 salary requirements and your employer would become your immigration sponsor.

The University's specialist Careers and Employability Advisers can help you prepare for the challenges of looking for suitable opportunities, completing successful applications and preparing for interviews. For further information please visit UKCISA:

ukcisa.org.uk/Information-Advice/Working/Working-after-studies

To see how many organisations already have employees with Tier 2 visas you can check the Sponsor Register: gov.uk/government/publications/register-of-licensed-sponsors-workers

DOCTORATE EXTENSION SCHEME

The University is able to continue sponsoring PhD candidates for an additional 12 months under the student visa route (DES), in the first year after completing the PhD, in which time you can progress your research and pursue your academic aims. The DES visa can only be applied for within the 60 days leading up to the conferment of your PhD. For more information please see: ukcisa.org.uk/Information-Advice/Working/Working-after-studies#layer-3780

Please note that DES is expected to end in 2020/21. To meet with an immigration adviser and discuss different immigration categories please email immigration@mmu.ac.uk



GRADUATE EMPLOYMENT

From summer 2021 student visa holders completing a taught Degree will be able to apply for a two-year visa. Student visa holders completing a PhD qualification may be eligible for a three-year visa. This is not linked to a specific employer and there are no conditions on salary or hours.

Further information will be available once the Graduate Employment visa is included in the Immigration Rules.

Those graduating before summer 2021 or with a non-student visa will not be able to benefit from this new visa.



USEFUL INFORMATION AND CONTACTS

MY ENQUIRY IS ABOUT	WHO SHOULD I EMAIL?	USEFUL WEBSITES
Extending immigration permission to enter/remain in the UK	immigration@mmu.ac.uk	https://www.mmu.ac.uk/visas
Repeating/re-sitting		mmu.ac.uk/students/assessments
BRP collection or corrections	VisaCompliance@mmu.ac.uk	https://www.mmu.ac.uk/study/international/when-you-have-an-offer/secure-your-place/when-you-arrive-uk
Pre-enrolment		
Re-registration		
CAS Request Form		
Change of Study Address Form		
Attendance Self-registration Application	Tier4Attendance@mmu.ac.uk	mmu.ac.uk/attendancefaq

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

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.

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 UKVI may revise its policies at any time and the law is subject to change. Manchester Met has used reasonable endeavours to ensure that the guide is accurate at the time of preparation.

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

For full terms and conditions of study at Manchester Metropolitan University, please visit: [mmu.ac.uk/legal/terms-and-conditions](https://www.mmu.ac.uk/legal/terms-and-conditions)

The information contained in this publication was written in December 2020.





**Manchester
Metropolitan
University**

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External Relations
International Office
6 Great Marlborough Street
Manchester
M1 5AL
United Kingdom

Contact our International Office:
+44 (0) 161 247 1022
mmu.ac.uk/international

Please note: This booklet is based on the information available at the time of publication in December 2020.