Manchester Metropolitan University

Your Visa, Your Responsibility
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 Rule, 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 medical doctor. 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. Failure to meet these responsibilities may affect your stay in the UK.

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. gov.uk/guidance/immigration-rules/appendix-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): ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Student-status
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UNIVERSITY

Your responsibilities at Manchester Met.
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

RECORD-KEEPING DUTIES

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 provide us with a copy of the following documents (where applicable):

- The identity page from your passport
- The travel visa with stamp pasted into your passport
- The front and back of your Biometric Residency Permit (BRP) or a valid share code if you have digital immigration permission
- If you are under the age of 18, a consent letter from a parent or guardian
- The qualifications your offer was based on, including the academic and English language qualifications
- An ATAS clearance certificate

If you cannot provide up-to-date immigration documents, you will not be permitted to join or continue with your course.

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 your immigration permission to be in the UK and study.

For more information about pre-enrolment and providing documents to the University, please see: mmu.ac.uk/international/enrol

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 collection 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. You need to ensure you update your student record with your latest UK address and telephone number, and register your attendance in class when you return from the Christmas and Easter vacation periods. If you do not register an attendance, you will be asked to come and see the compliance team in person in the Student Hub. You may also be asked to come and see us if your immigration record is not up to date.

STUDENTS WITH AN ONGOING APPLICATION OR APPEAL
There is a chance that you may arrive at the University while 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, a term-time UK address and a UK phone number. You can provide up-to-date contact details at the Student Hub or via: pmi.mmu.ac.uk/Self_Enrol/login_contact_details.asp

We also advise you to report a change of address to UK Visas and Immigration online via gov.uk/change-circumstances-visa-brp

If there are other changes, such as in 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 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 your session is taking place on Microsoft Teams, please make sure you log in to the session using your Manchester Met email address and access the session via your timetable.

If you are completing a dissertation, we expect you to meet with your supervisor on campus regularly until you submit the dissertation.

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 calendar month.

For further information, please see: mmu.ac.uk/study/international/when-you-have-an-offer/secure-your-place/when-you-arrive/enrol-on-your-course

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

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<td>Academic Technology Approval Scheme (ATAS) clearance certificate (if applicable)</td>
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<td>For under-18s – copy of the letter of consent from a parent or guardian</td>
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<td>Copies of evidence used to assess your eligibility to join a Manchester Met course (eg, qualifications and English proficiency)</td>
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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 from 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, 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/visa-changes

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/visa-changes

REPEATING FAILED UNITS

UKVI RULE
UKVI will allow students to resit examinations or repeat a part of their course with attendance. If the student’s immigration permission expires before they finish the resit/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/visa-changes
CHANGES IN YOUR CIRCUMSTANCES

The University is required to let UKVI know if aspects of your course change – for example, if:
- The location of your study changes
- You decide to transfer courses
- You take an optional placement year or exchange
- You change immigration category while in the UK

APPLY FOR A NEW VISA

Certain changes to your circumstances may also require an extension to your existing visa or a new visa application to be made from your home country. It’s very important for you to check if a change in your academic circumstances will impact your Student Visa.

For further information, please see: mmu.ac.uk/international/visa-changes

UKVI RULE

UKVI require Student Visa sponsors to report significant changes in student 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 a work placement being undertaken.

YOUR RESPONSIBILITY AND REQUIRED ACTION

If there is a change in your circumstances at the University, please read how this change of circumstances may affect you and your stay in the UK by visiting: mmu.ac.uk/international/visa-changes

PROBLEMS WITH YOUR BRP

If there is an error on your BRP that relates to your personal details, course 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 length changes, you transfer to a placement, have resits, are repeating a year or otherwise have an extension, then you may need to extend your visa.

You will need to request a new 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 visit 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. This is two years for courses below undergraduate-level and five years for undergraduate level study. There is no limit on postgraduate study. 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 changed to modules that require an ATAS – this includes the area of research for students completing research degrees
- changed institution
- are applying to extend any visa, including non-student visas, 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 period of 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.

OVERSTAYING

Spending even one day in the UK after your visa has expired 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. The University does not encourage students to make a visa application during a period of overstay. 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

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.
COMMUNITY

Your community responsibilities.
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. Urgent care centres can help with minor injuries and offer a same-day service with no appointment required. Emergency and urgent care is for very serious accidents or acute illnesses 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 or register with the Arch Medical Practice near the University: 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

OPENING A BANK ACCOUNT

To open an account, most banks will require a letter from the University that confirms your enrolment. You can request this letter via the Student Hub after you have completed pre-enrolment and online enrolment.

Be wary 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 you are found to have been 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 phone 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/uk-bank-account

POLICE REGISTRATION

UKVI suspended the requirement to register with the Police on 8th August 2022. UKVI have confirmed that this change applies to all nationalities that were previously required to register as well as anyone who has not entered the UK but has a condition to register detailed on their visa.

Anyone with a condition to register with the Police will also no longer be required to communicate any updated personal details to the Police. A list of frequently asked questions is available on our website: mmu.ac.uk/study/international/when-you-have-an-offer/secure-your-place/when-you-arrive/register-with-the-police
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 immigration advisers who are regulated by the Office of the Immigration Services Commissioner (OISC) 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

Students who require maternity health and support can visit: mmu.ac.uk/studentpregnancy

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 between volunteering and 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 or a 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, it is not considered work, and the hours are unrestricted.

The Placements Team, via the Student Hub, 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 to 20 hours; it means you cannot work more than 10 to 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
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 are 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.

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 terms 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 of 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. You can work unlimited hours if you have formally taken annual leave via SkillsForge.

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:
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 maximum limit of 20 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 in staying and working in the UK 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 Skilled Worker Visa 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. Find them in the Geoffrey Manton Hub or access services through Career Hub online. For further information about working after study, please visit UKCISA: ukcisa.org.uk/Information--Advice/Working/Working-after-studies

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

GRADUATE EMPLOYMENT

Since July 2021 Student Visa holders completing a degree can apply for a two-year Graduate Work Visa. Student Visa holders completing a PhD can apply for a three-year Graduate Work Visa. This is not sponsored by an employer and there are no conditions on salary or hours. PGCE, BPTC and GDL students should also be eligible.

For more information, please see: ukcisa.org.uk/information--advice/working/working-after-studies
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This document has been prepared to provide Manchester Met students with an overview of their own responsibilities and the University’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 Met, please visit: [mmu.ac.uk/legal/terms-and-conditions](http://mmu.ac.uk/legal/terms-and-conditions)

The information contained in this publication was written in July 2022.
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Contact our International Office:
International@mmu.ac.uk
mmu.ac.uk/international

This booklet is based on the information available at the time of publication in July 2022.

We are committed to ensuring that all of our materials are accessible. This brochure is available in a range of formats, such as large print, on request via marketing@mmu.ac.uk