

## Terms & Conditions for Student Route (formerly Tier 4 (General)) students

### Introduction

The following are the terms and conditions for Student Route (formerly Tier 4 (General)) students receiving a Confirmation of Acceptance for Studies from Queen's University Belfast and enrolling as a full-time student at the University.

### Definitions

- |                            |   |
|----------------------------|---|
| • "UK Visas & Immigration" | UKVI                                    |
| • "CAS"                    | Confirmation of Acceptance for Studies  |
| • "Permission to stay"     | Visa extension                          |
| • "Entry clearance"        | Applying for a visa from outside the UK |
| • "Permission"             | Immigration permission to be in the UK  |
| • "Student"                | Individual who will receive the CAS     |

### Part 1: Issue of Confirmation of Acceptance for Studies

#### Introduction

To ensure that the University complies with UK immigration laws, CAS must only be assigned to students who, to the best of our knowledge and belief, will meet the requirements of Student Route, and will comply with the conditions of their permission. Please note that by accepting your offer at Queen's, it is implied that you are agreeing to the terms and conditions set out in Part 1.

#### General principles

- A CAS will not be issued before an unconditional offer has been accepted.
- A CAS will not be issued if the University judges that there is substantial reason to believe that the student will not comply with the requirements and conditions of their permission.
- A CAS will not be issued to any student who has broken University regulations.
- A CAS will not be issued to any student who is suspended from the University for any reason.
- For the purposes of permission to stay, a CAS will only be issued to students whose current visa provides for extension or switching to the Student Route student category.
- Where sponsorship has been withdrawn by the University previously and permission has since lapsed, the student must provide evidence to the University that they have gone home and intends to apply for new Entry Clearance to return to their studies.

#### Course of study and qualifications

- The course of study must meet the acceptable course regulations as stipulated by UKVI, including work placement rules.
- The mode of study must be full-time.
- The University must have official confirmation that the student has met the academic qualifications as stipulated by the University, including English language requirements in accordance with the immigration rules.



- 1) For the purposes of initial admission to the course this must be as part of the Admissions process;
- 2) For the purposes of permission to stay this must be:
  - a. Verification of original certificates or transcripts of entry qualifications by International Student Support;
  - OR
  - b. Where applicable, confirmation from the School that the student meets the course and English language requirements and that these have been assessed by other means.
- For the purposes of permission to stay applications, the University must confirm academic progression for the student.

### **Maintenance requirements**

For the purposes of permission to stay in the UK, before a CAS will be issued, International Student Support must be satisfied that the individual can demonstrate the maintenance requirements to apply for permission to stay under Student Route.

### **Students re-sitting exams or repeating periods of study**

A CAS will be issued for re-sits or repeats providing:

- The University regulations allow them to do so;
- The student has repeated the exam or module no more than once unless it is the recommendation of the SSPC that, due to exceptional circumstances, a further re-sit / repeat is required;
- The re-sit exam or repeat of study will take place / begin within 60 days of the start of the student's last instance of academic participation. Where the University does not require continued participation within 60 days (with the exception of recognised institutional vacation periods), the student will be required to return home before a CAS is issued to allow them to return.

## **Part 2: Compliance with UKVI requirements and visa conditions**

### **Introduction**

As a Student Route Student, you must meet certain UKVI requirements and any conditions attached to your visa. Failure to do so may affect your stay in the UK. Please note that by enrolling with the University, it is implied that you agree to meet the terms and conditions set out in Part 2.

Students should be aware of immigration guidelines and keep up-to-date with changes to immigration 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 that the law is subject to change. Please see information about how to protect your immigration status on UK Council for International Student Affairs (UKCISA) website:

<https://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Protecting-your-Student-status>

### **UKVI requirements**

Significant changes to your student status are reported to UKVI via your CAS number through the Sponsorship Management System. Below is a list of the obligations which need to be carried out by Queen's University and students who have a Student Route Student visa.



Obligation	University	Student
<p><b>Keep a copy of passports and immigration documents for all International Students (including EU/EEA students)</b></p>	<p>We have taken a copy of your:</p> <ul style="list-style-type: none"> <li>• passport</li> <li>• entry clearance vignette and/or biometric residence permit (BRP) (leave to enter/permission to stay)</li> <li>• visa extension application/Sopra Steria appointment (those who are currently extending their visas within the UK)</li> <li>• EUSS status (share code to be provided so ISS can verify your settlement status))</li> </ul> <p>We will record and monitor the expiry date of your documents and contact you prior to its expiry. You may have a 'block' or negative service indicator on your student record until you present at International Student Support with your new documents.</p>	<p>Tell International Student Support if you have lost your passport or BRP card, if you want to change to a different type of visa or need to extend your visa. Promptly send any updated documents to International Student Support</p>
<p><b>Keep a copy of your ATAS (Academic Technology Approval Scheme) if you are required to have this for your course.</b></p>	<p>It is a compulsory entry clearance requirement for students enrolled on certain Postgraduate courses to obtain ATAS clearance.</p> <p>For more information, please visit: <a href="https://www.gov.uk/guidance/academic-technology-approval-scheme">https://www.gov.uk/guidance/academic-technology-approval-scheme</a></p>	<p>You must provide a copy of your ATAS certificate as part of your Immigration Document Check (IDC).</p> <p>If you have received your visa without obtaining ATAS clearance and ATAS is required by your course, you must obtain ATAS clearance before completing enrolment. You need to send your ATAS certificate to International Student Support so we can amend your record</p>
<p><b>Keep an up to date record of your address, email and telephone number</b></p>	<p>The University must have up to date contact details in QSIS student records system.</p>	<p>You are responsible for keeping an updated student record and should do this if you change your address or email or telephone details. If you are required to register with the Police you must also ensure that you take your registration certificate to the Police to update your new address details.</p>



<p><b>Report significant changes in a student's circumstances to UKVI.</b></p>	<p>The University must inform UKVI within 10 days of any significant changes. This includes change of your study location, change of course title, new work placement, if you complete your course earlier than expected, or if you fail to enrol on your course.</p>	<p>You must ensure that you keep International Student Support up to date with any changes so that we can report them to UKVI and advise you on potential visa implications.</p>
<p><b>Inform UKVI if you are absent from your studies without permission.</b></p>	<p>Your School will monitor your attendance and academic engagement during the year. If you are absent from your studies without permission, this can affect your Student Route visa.</p>	<p>Stay in touch with your School and always tell them if you need to be absent from your course.</p>
<p><b>Inform UKVI if you change to a different immigration category</b></p>	<p>The University will inform UKVI if we are aware that you have changed your visa status.</p>	<p>Send your new visa to International Student Support so that we can amend your record.</p>
<p><b>Inform UKVI if you breach the conditions of your visa</b></p>	<p><b>Breaches the University must report</b></p>	<p><b>Conditions you must adhere to</b></p>
	<p>Working more hours than you are permitted or being self-employed on your Study Visa.</p>	<p>You must not exceed the hours you can work during term time. You can work up to full time outside term time. Please note that term time is any time where academic participation is required.</p> <p>For Masters students undertaking a dissertation or research module and PhD students, holidays do not fall in line with the University academic year calendar.</p> <p>If you have any questions about this, please contact International Student Support.</p>
<p>Not registering with the Police if required</p>	<p>You will be expected to register with the Police within 7 days of receiving your new visa if</p>	

		<p>this is a condition of your visa.</p> <p><u>It is a criminal offence to not register with the Police, if required, for which you can be prosecuted.</u></p>
	<p>Having access to public funds</p>	<p>You are not permitted access to public funds (social security, housing benefit etc.). If you have any questions about this please contact International Student Support.</p>

### Part 3: Employment

#### Introduction

As a Student Route student, you will have a restriction on the number of hours you may work per week whilst you are studying. The number of hours you are permitted to work should be stated on your visa.

#### Undergraduate courses

The maximum amount of work your Student Route visa will allow during term time is 20 hours per week if you are studying a course at UK degree level or above.

You are limited to 10 hours per week if you are studying a course at below UK degree level. You can work up to full-time hours during vacations. You will find semester dates on Queen's website:

<https://www.qub.ac.uk/directorates/AcademicAffairs/SemesterDates/>

#### Postgraduate Courses

The University calendar may not apply to you if you are completing a Postgraduate taught or research course at Queen's University. For example, you will be considered to be term time while you are completing research or your dissertation even if this is during the summer or winter University vacation.

If you are studying a full-time programme at undergraduate degree level (i.e. RQF level 6) or above you are restricted to 20 hours per week (Monday-Sunday). If you are studying a below degree level course please check your BRP card to confirm the number of hours per week you are permitted to study during term-time. However, you can work up to full time hours if you are on a period of annual leave which has been approved and documented by your School or you have submitted your dissertation or thesis and have no further academic commitments.

#### Work placement

Full-time Student Route/Tier 4 visa holders can complete work placements during their time in the UK. The August 2021



**QUEEN'S  
UNIVERSITY  
BELFAST**

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Student Guidance Centre  
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BT7 1NN  
Tel: 028 9097 3899  
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placement must be an integral and assessed part of your course and must take up no more than 50% of the total time that you spend on your course.

You can work full time on a paid or unpaid placement for more than 20 hours per week if it is an integral and assessed part of your course. You must not be self-employed, or employed as a professional or semi-professional sportsperson, or an entertainer.

#### **Type of work is not permitted on Student Route/Tier4 visa**

The conditions of a student visa dictate that you must not fill a full-time permanent vacancy, be self-employed or engaged in a business activity, be employed as a doctor or dentist in training (unless on a recognised Foundation Programme), be employed as a professional sportsperson or entertainer.

#### **Employment with the University**

You will only be able to work 15 hours per week during term time for the University, and any full time employment during vacation periods must be pre-authorised. If you would like more information, please contact the Student Jobshop:

<https://www.qub.ac.uk/directorates/sgc/careers/JobEventsandFairs/AbouttheStudentJobshop/>

**If you require any further information or advice about your immigration status or conditions, please contact International Student Support: [iss@qub.ac.uk](mailto:iss@qub.ac.uk)**

#### **Part 4: Agreement to Terms & Conditions**

You will be required to agree to the following declaration during your Immigration Document Check.

***I confirm that my immigration permissions have been clearly explained to me by the University. I confirm that I will abide by the terms of my visa conditions, Student Route/Tier 4 compliance requirements and relevant UK Home Office rules. I understand that any breach may result in the University withdrawing sponsorship and therefore termination of registration at the University. I understand that the University reserves the right to contact UK Visas and Immigration or the Police Service of Northern Ireland (PSNI) in relation to my immigration if necessary.***