

PROCEDURE FOR THE WITHDRAWAL OF UNIVTd [(1ATJ 094AL

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| | Senate |
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10. The investigation should begin as soon as possible. At the start of the investigation the staff member should write to the student concerned to inform them of the nature of the concern and/or suspected breach and the purpose of the investigation. It may also be appropriate for the staff member to notify the student's academic department.

11. During the course of the investigation, written and/or oral information may be gathered from the student concerned, other University students and other parties either internal or external to the University. All supporting documentation will be shared with the student, as well as a full written account of the concern, and the student will be invited to provide a written response.

12. The staff member may invite the student to a meeting as part of the investigation. If this is the case, the student will be informed in advance about the nature and purpose of the meeting. The student may be accompanied by a representative and/or by a friend. Only a current University student staff member, or an advice worker from the Union of Brunel Students, or a relevant individual in the case of reasonable adjustments being made for a disabled student shall normally be permitted to be a representative or friend of a student. Neither the student nor the University will normally be represented by a legal practitioner at meetings or hearings held in accordance with this Procedure. The member of staff conducting the investigation will maintain a written record of any meetings with the student.

13. Once the investigation is completed, the Registrar shall consider the documentary evidence, and will determine one of the following:

- a) Dismiss the case;
- b) Refer the concern for further investigation under this Procedure or any other Ordinance, Regulation, policy or procedure, code of practice or rule of the University;
- c) Require the student to demonstrate future compliance with the requirements of their immigration status and/or their support of the University's sponsorship responsibilities; or
- d) Refer the matter to the Secretary to the Immigration Sponsorship Review Panel.

Immigration Sponsorship Review Panel

14. Upon receipt of a referral, the Secretary to the Immigration Sponsorship Review Panel will convene a Panel at the earliest practicable opportunity to consider the case. The Panel will normally comprise at least three members, one of whom shall act as Chair, and one of whom shall be a student member). The Secretary will support the Panel.

15. All relevant documentary evidence shall be sent to the student before the Panel meeting, and the student will have the opportunity to provide a further statement or evidence for the Panel's consideration in order to respond to the allegations of non-engagement or breach of visa conditions.

16. The Panel shall consider the documentary evidence before it, and will determine one of the following:

- a) That the case be dismissed;
- b) That a compliance plan should be put in place setting out conditions for the student's continued visa sponsorship; or
- c) That the student's Tier 4/Student visa sponsorship should be removed.

BRUNEL UNIVERSITY LONDON ENGAGEMENT: TIER 4/SPONSORED STUDENT POLICY

This guidance covers:

1. Purpose
2. Expectation
3. Student Engagement Monitoring
4. Engagement on courses at the Language Centre and London Brunel International College (LBIC) and Visiting Research
5. University Engagement
6. Student Absence and Non-Engagement

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Addendum to this policy – October 2020

On 5 October 2020, the Tier 4 (General) Student immigration category was replaced by the new Student Immigration Route in the UK. From this point, international students will apply for and obtain a 'Student Visa' to study in the UK (incorporating nationals of the EU, EEA and Switzerland from 1 January 2021). The regulations set by UK Visas and Immigration (UKVI) regarding the requirement to monitor the engagement of international students with Student Visas remains the same as under the previous Tier 4 system. The terminology used in this policy has therefore been amended to reflect this, although it has not changed operationally. S

dissertation are required to inform their academic Department of the date they will be leaving. The University may be required to withdraw visa Sponsorship and the visa may be cancelled.

2.7. Postgraduate Research students who have submitted their thesis are expected to stay engaged with their supervisor by preparing for their viva. Once the student has attended their viva and has received the panel's recommendations, engagement will resume as outlined in paragraph 3.4.

2.8. Postgraduate Research students may be permitted to leave the UK and return to their home country to undertake data collection with the permission of their Supervisor/Academic Department. The student must remain engaged with their programme while abroad as outlined in section 3 below.

2.9. The University's preferred method of contacting students, including in relation to engagement, is by email. Students are expected to check their Brunel email account regularly. Failure to check email will not be accepted as mitigation if the University takes further action as a result of a student's non-engagement.

3. Student Engagement Monitoring

3.1. All degree level students will be formally monitored against at least ten pre-defined 'engagement points' each year by their Department.

3.2. Engagement points will be based on course requirements and will consist mainly of coursework submissions, examinations, reassessments, attendance at teaching sessions, and tutor/supervisor meetings, as determined by Course Leaders.

3.3. Postgraduate Research students will be formally monitored against the in3 TD ()Tj EMCn(e r)0.7 (e

4.1. Attendance of students enrolled at the Language Centre or LBIC will be monitored by these departments, who have their own attendance policies and monitoring processes that differ from programmes delivered at the University. Attendance is typically monitored on a daily basis at most classes and measured by attendance percentages. Students are expected to adhere to these attendance policies at all times; failure to do so may lead to escalation for non-engagement as outlined in section 6.3 below.

4.2. All visiting research students on Tier 4/Student visas should have appropriate formal supervisory arrangements in place at Brunel, even though they may continue to receive other supervisory support from their home institution. The engagement of visiting research students on Tier 4/Student visas will be formally monitored via their attendance at supervisory meetings, routinely every 6 weeks.

5. University Engagement

5.1. In addition to the College Departments monitoring students' engagement on their course, Tier 4/Sponsored Students will have additional engagement points with the University across the academic year. All students will be required to sign a Student Declaration on eVision at the start of each academic year upon registration/re-enrolment. Students will also be required to log on to eVision in April to confirm/update their UK contact details.

6. Student Absence and Non-Engagement

6.1. Brunel acknowledges that there may be instances of absence due to ill health or other extenuating circumstances. Where evidence is available to support such absences, this will be taken into account when considering a student's engagement. Students experiencing long term difficulties arising from changes in their personal, medical or other relevant circumstances may be advised or required to temporarily withdraw and re-join their studies when in a position to do so.

6.2. In cases where a missed contact point is the result of ill health, the student should provide evidence of this. The evidence must relate specifically to the time .7 (e4T8 .1 (l)-1 (de)5..7 (e)5.13s