The University has duties as a Tier 4 Sponsor which we are required by the UK Home Office to comply with. All staff must assist the University with these duties.

- Ensure that only appropriately qualified, genuine, students are admitted to study at Newcastle University.
- Keep up to date copies of all student passports and visas/biometric ID cards.
- Report to the UK Home Office when a student:
  - Does not fully complete their registration requirements
  - Transfers their programme
  - Stops attending their programme without good reason
  - Does not keep their school/institute informed about absence
  - Withdraws from their programme
  - Takes a leave of absence from their programme
  - Presents identity documents that are fraudulent or invalid
  - Presents an application that is materially incorrect
  - Is discovered to be in breach of their student visa
  - Has any other significant change in circumstances.
- Co-operate with the UK Home Office in the event of an audit or other investigation.
- Maintain key eligibility - i.e. positive QAA audits, no civil penalties against the University, key thresholds met on refusal rates, student completion etc.

Useful information for staff:
- Summary of student immigration responsibilities – www.ncl.ac.uk/pre-arrival/international/immigration.htm
- The University’s guidance on attendance monitoring – www.ncl.ac.uk/students/progress/staff-resources/information/Attendance/
University contacts:
• Advice on individual cases can be sought from visa@ncl.ac.uk
• Changes of circumstance must be reported to student-data@ncl.ac.uk

Because of UK Home Office rules there are some situations we have to be extra careful about. Some things we routinely allow home/EU students to do are not possible for international students. The following are particular areas to watch:

- **Transfers to part-time study** are generally not allowed for international students; don’t agree a transfer without advice
- **Transfers between programmes** may break the terms of the student’s visa; don’t agree to a transfer without advice
- **Students working more than 20 hours a week** in term-time is a serious breach of the visa and must be reported
- **Student withdrawals** should be immediately reported
- **Leaves of absence** for medical or personal reasons should be properly documented and reported and should not normally be for more than one month
- **Attendance** – students should be present during teaching periods and academic units must monitor attendance for taught students
- **PGT students** are allowed up to two weeks’ holiday in semester 3, by discretion only
- **Time away from Newcastle**, in the UK or abroad, a placement, or to carry out research for a dissertation, or to finish a dissertation, requires permission in advance and must be reported
- **PGR students** should see their supervisors at least 10 times per annum if the student is in Newcastle; absence must be reported.