



University of  
**Salford**  
MANCHESTER

# **Student Visa holders placement policy**

**Version Number 7.0**

**Effective from June 2024**

**Author: Head of Home Office Compliance**

**Home Office Compliance Team**

<b>Document Control Information</b>			
<b>Revision History incl. Authorisation: (most recent first)</b>			
<b>Author</b>	<b>Summary of changes</b>	<b>Version</b>	<b>Authorised &amp; Date</b>
Richard Melia	Updates to attendance monitoring during work placements	V7.0	June 2024
Richard Melia	General update	V6.0	March 2022
Richard Melia	Update of terminology from Tier 4 to Student Route	V5.0	October 2020
Richard Melia	General update	V4.0	
Richard Melia	<i>Policy affecting Tier 4 students who elect to undertake a work placement as part of their studies. It is a requirement of the Tier 4 Sponsor Guidance that the University is able to successfully monitor any Tier 4 student who is absent from the University whilst undertaking a placement. This information will be critical during a UKVI-audit to demonstrate that we can successfully track our students and what they are doing.</i>	V0.2	Home Office Compliance Assurance Group
<b>Policy Management and Responsibilities:</b>			
Owner:	This Policy is issued by the Head of Home Office Compliance, who has the authority to issue and communicate the University of Salford's policy on Home Office Compliance issues. UKVI policy will be the responsibility of the Home Office Compliance Assurance Group (HOCAG) as chaired by the Director of Legal and Governance. Governance will be provided by HOCAG with the provision of final decision-maker by referral of major issues to VCET. Academic representation on HOCAG is served through the attendance of a Head of School. HOCAG will consult with VCET on significant matters.		

Others with responsibilities (please specify):	All subjects of the Policy will be responsible for engaging with and adhering to this policy: Authorising Officer (Registrar) Key Contact (Senior Information Officer, Home Office Compliance Team) Marketing and Student Recruitment Student Administration Home Office Compliance Assurance Group Academic and Professional Service staff across the University of Salford
<b>Author to complete formal assessment with the following advisory teams:</b>	
Equality Analysis (E&D, HR) <i>Equality Assessment form</i>	1. <i>This is mandatory. Email the completed EA to <a href="mailto:Equality@salford.ac.uk">Equality@salford.ac.uk</a></i>
Legal implications (LPG)	2. <i>N/A</i>
Information Governance (LPG)	3. <i>N/A</i>
Student facing procedures (QEO)	4. <i>N/A</i>
UKVI Compliance (Student Admin)	5. <i>June 2024 - reviewed by Head of Home Office Compliance</i>
<b>Consultation:</b>	
Staff Trades Unions via HR Students via USSU Relevant external bodies (specify)	1. <i>N/A</i>
<b>Review:</b>	
<b>Review due:</b>	June 2025
<b>Document location:</b>	Academic Handbook page
<a href="https://www.salford.ac.uk/governance-and-management/academic-handbook">https://www.salford.ac.uk/governance-and-management/academic-handbook</a>	
<b>The owner and author are responsible for publicising this policy document.</b>	

## 1 Scope and Purpose

This policy document is intended for University of Salford (UoS) staff dealing with non-UK, non-Irish students on a Student Visa who undertake a supervised, integral and assessed trimester-long or year-long placement

option as part of their course of study in the UK. **Please note that non-UK, non-Irish students who have entered the UK via an e-gate without a visa or who have a visit visa are prohibited from undertaking a placement due to the restriction on this type of leave. Visa type can be checked by contacting [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk)**

This process has been designed to ensure that UK Visas and Immigration (UKVI) regulations for Student visa holders are adhered to whilst a student is on a placement as part of their course.

Please note that this policy does not apply to those Salford Business School students who elect to do an Industry Collaboration Project (ICP) internship (such as a Virtual Internship) or International Consultancy Project (International Business) as an alternative project to a dissertation. These students are required to attend one mandatory face-to-face on-campus session each month to comply with the University's engagement policy (please see the *Engagement policy for Student route and Tier 4 visa holders at the University of Salford*, para 5.7).

This policy document also defines the process around clinical placements at Section 6.

## **2 Definition of a work-based placement**

**2.1.** Work-based placements are defined on the UoS's Careers web-pages generally and specifically.

## **3 Mandatory placements**

**3.1.** Practice placements are a mandatory professional requirement of certain courses at the UoS, such as those clinical placements managed by the School of Health (please see Section 6). Other courses, such as those offered by the School of Arts and Media and Salford Business School may have a mandatory placement included in the programme structure. In these cases, a non-UK student will have received a Confirmation of Acceptance for Studies (CAS) for the duration of their course which includes the mandatory placement.

**3.2.** If there is a UK statutory requirement for the programme to contain a specific period of work/ practice placement which exceeds 50% of the total time of study at the UoS, cases should be referred to the Home Office Compliance Team (HOCT) to investigate at programme approval stage if they are being marketed to international students. The placements in these instances must also be an integral and assessed part of the course.

**3.3.** If by the registration deadline, a non-UK student sponsored under the Student Route has not, in fact, secured a mandatory placement essential to the completion of their course of study then the case should be passed to the relevant placement administrator. The placement administrator will then liaise with HOCT confirming that a mandatory placement has not been secured and that until such time as it is, the Student visa holder will need to be interrupted to comply with the 60-day rule.<sup>1</sup> HOCT will then report the interruption to UKVI on the Sponsor Management System (SMS), as a withdrawal of sponsorship, in line with Home Office requirements. Subsequently, the Student visa holder will be required to leave the UK, providing their exit evidence, until such time as a placement is secured.

**3.4.** Once a placement has been successfully secured, the placement administrator should notify HOCT giving them full details. HOCT will then liaise with the Student visa holder informing them of the need to apply for a new CAS through Salford Advantage. Once a new CAS has been assigned, the student can apply for a new Student visa to return to the UK and undertake the mandatory placement.

**3.5.** UKVI-recognised placements should not be confused with any periods of work experience external to a student's studies which are unsupervised, unassessed and which do not form part of the student's programme of study.

#### **4 Optional work placements and UKVI regulations**

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<sup>1</sup> Student visa holders cannot be present in the UK if they are not engaged with their course of study for 60 days or more.

**4.1.** For a Tier 4 or Student visa holder to undertake an **optional** placement as part of their programme of study, the UoS must ensure that the placement is:

- supervised
- assessed as an integral part of the programme of study
- no more than 50% of a degree-level (or above) programme of study at UoS (RQF6 and above) and that there is no UK statutory requirement for the placement to exceed this limit
- subject to a robust attendance monitoring system so that the University is able to meet its engagement monitoring requirements.

Further details are outlined in the Home Office document *Student Sponsor guidance: Sponsorship duties (Document 2)*.

**4.2.** If a Student visa holder identifies and secures a suitable integral and assessed placement then they must be advised by their School's placement administrators and/ or placement tutors to complete the pre-placement agreement (PPA).

**4.3.** The student completes the first section of the agreement form before handing to their placement provider for them to complete their section. Finally the PPA is handed to the placement assistant to complete the final section of the form. A copy of this pre-placement agreement is at Appendix 1.

**4.4.** The placement assistant is then required to complete the **Placement Reporting: UK Visas and Immigration Declaration** tool on Sharepoint. The PPA is then attached to this declaration and HOCT are notified of this action. A copy of this declaration is at Appendix 2.

**4.5.** The student who has chosen to undertake the integral and assessed work placement in the UK should obtain a new Student visa before they commence their placement and their course code is changed in Banner. This should be no longer than three months before commencement of the placement.

**4.6.** To obtain a new Student visa in order to undertake their placement, the student must apply for a new CAS via Salford Advantage, making it clear that they are applying for a new CAS because they wish to do a placement in the

UK. HOCT will then ensure that the appropriate PPA is cross-referenced so that all applicable information about the placement is put in the CAS record on the SMS.

**4.7.** It is only once the new Student visa has been received, that HOCT can inform the School programme staff that the course code can be changed on Banner (reflecting the fact that the course now contains a placement element).

**4.8.** If the student is refused a new Student visa, but is allowed to retain their previous Student or Tier 4 leave then they can continue on their original programme of study without a work placement.

**4.9.** Ideally if a Student visa holder wishes to undertake their integral and assessed work placement outside the UK then the UoS should withdraw sponsorship of their Student visa during this period. This is because if the Student visa holder retained their Student visa whilst outside the UK on placement weekly engagement monitoring with the placement provider would need to occur and be fully documented by the School.

**4.10.** In this circumstance, the Student visa holder will need to supply a scan of their exit evidence to the Home Office Compliance Team once they have left the UK. The Home Office Compliance Team will then withdraw sponsorship of the student on the SMS within 10 working days of receiving this exit evidence. UKVI will then curtail the student's visa.

**4.11.** Once the student has completed their overseas placement then they will need to apply for a new Student visa to return to UoS to undertake their final taught element(s). The student should ensure that they contact the Home Office Compliance Team for a CAS number three months before they are due to return to the University.

## **5. Responsibilities during a work placement period**

**5.1.** The University will be responsible for the Student visa holder throughout the period of their UK-based placement and must continue to comply with all its sponsor duties during this time. If a Student visa holder retains their Student visa whilst on a placement overseas the University will also remain responsible for all sponsor duties during this time.

**5.2.** Whilst a Student visa holder is on a UK-based placement (or an overseas placement if the student retains their Student visa whilst undertaking that placement) they must remain registered and engage with the University and their Student visa responsibilities. This requirement should be communicated to students by the placement administrators and placement tutors before the student embarks on their placement. These responsibilities will include:

- Adhering to the **Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford**. Student visa holders on placement are monitored by the relevant School placement administrator to ensure engagement occurs. This must be undertaken pro-actively on a weekly basis to confirm with the placement provider that the student has been in attendance for that week (with at least 80% of engagement being face to face on site). If a Student visa holder does not comply with the engagement policy in relation to their UK-based placement (or an overseas placement if the student retains their Student visa whilst undertaking that placement), they will be withdrawn from their programme of study and this action reported to UKVI via the SMS. This will result in the curtailment of their permission to stay;
- The retention of current documents required under *Appendix D: keeping documents – guidance for sponsors* (valid passport and visa, relevant application documents, up-to-date contact details, etc.)

**5.3.** Any changes with a student's registration status during the placement period must be notified by the School to HOCT immediately at the point these details are confirmed. HOCT may need to report these changes to UKVI within 10 working days.

**5.4.** If a student is registered on a course with an integrated placement and the placement does not ultimately occur (i.e. the student moves back to the equivalent programme without a placement) - it is the responsibility of the School to inform HOCT so a change in circumstances can be reported to



UKVI within 10 working days of the programme transfer. It is likely that the student's visa will then be curtailed.

## **6. Clinical placements**

**6.1.** The Clinical Placement Unit Manager in the School of Health and Society provides the placement timetable for all relevant courses for the upcoming academic year once available and a refreshed list of all NHS trusts and private providers utilised as a placement provider by the students in the School of Health and Society. This should be done before the end of August each year.

**6.2.** After the last date of registration, HOCT run a Confirmation of Acceptance for Studies (CAS) export report from the Sponsor Management System (SMS) to identify all students undertaking a Health and Society course that contains a mandatory placement. HOCT remove any students from the export report who have been classed as a 'no show'.

**6.3.** Utilising the placement timetable and placement provider information provided by the School of Health and Society, HOCT report all placement blocks and possible locations on the SMS under 'change of study location'. Once completed HOCT share the reported student data set with the Clinical Placement Unit Manager in the School of Health and Society.

**6.4.** If a student over the course of the academic year negotiates a placement with a private provider not on the placement provider list supplied by the School of Health and Society – i.e. it is the first time that this placement provider will be used, then that new provider is added to the placement provider list by the Clinical Placement Unit Manager in the School of Health and Society. The Clinical Placement Unit Manager in the School of Health and Society will notify HOCT who will make a report on the SMS by exception.

**6.5.** In line with the *Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford*, attendance on clinical placement is monitored by the School of Health and Society and intervention, escalation and further action is taken in line with the University's *Student Engagement, Interruption and Withdrawal Policy*.

## **Related Documentation**

Engagement Policy for Student Route and Tier 4 visa holders at the University of Salford



## Pre-Placement Agreement: UK Visas and Immigration Declaration

Important Information	
<p>In order to comply with Home Office guidelines, the University requires proof that an international student is in regular attendance as part of his/her programme of study. This remains necessary when the student is undertaking an integrated placement. Details of this procedure can be found here:</p> <p><a href="http://www.salford.ac.uk/askus/immigration-visas/attendance-monitoring">http://www.salford.ac.uk/askus/immigration-visas/attendance-monitoring</a></p> <p>Please note: you must have applied for a new visa after securing, but before starting the placement as your programme will now be longer. This is a condition of your placement.</p>	
<b>To be completed by the student:</b>	
Name:	Student ID:
Are you a full time international student sponsored by the University of Salford under the Tier 4 points-based system?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, do you agree to submit an attendance monitoring form on time, each week and signed by your line manager/supervisor?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature of student:	Date:
<b>To be completed by the placement provider for full time international students:</b>	
Do you agree to sign a weekly attendance monitoring form and to inform the University if the student is absent?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Start date of placement:	End date of placement:
Signature of line manager/supervisor:	Date:
<b>To be completed by the Placement Assistant:</b>	
I confirm that I will inform the Home Office Compliance Team if I am aware of any change in circumstances to the above.	
Signature of Placement Assistant:	Date:

A copy of this completed form should be sent to [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk) in advance of starting the placement. Please retain for your records.

**Appendix 2: Placement Reporting: UK Visas and Immigration Declaration tool**

### Placement Reporting: UK Visas and Immigration Declaration

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#### To be completed by School

Tier 4 Students only. Please click [here](#) for guidance on how to check this information.

<i>BANNER ID</i>	<input style="width: 95%;" type="text"/>
<i>First Name</i>	<input style="width: 95%;" type="text"/>
<i>Surname</i>	<input style="width: 95%;" type="text"/>
<i>Placement Provider Name</i>	<input style="width: 95%;" type="text"/>
<i>Placement Provider Address</i>	<input style="width: 95%;" type="text"/>
<i>Placement Provider Contact Telephone</i>	<input style="width: 95%;" type="text"/>
<i>School</i>	<input style="width: 95%;" type="text" value="Select..."/>
<i>Level</i>	<input style="width: 95%;" type="text" value="Select..."/>
<i>Programme Code</i>	<input style="width: 95%;" type="text"/>
<i>Start Date:</i>	<input style="width: 20%; border: 1px solid gray;" type="text"/> <i>End Date:</i> <input style="width: 20%; border: 1px solid gray;" type="text"/>

Please attach the student's Pre-Placement Agreement: UK Visas and Immigration Declaration. If one has not been completed for the student, you can access a blank version by clicking [here](#).

[Click here to attach a file](#)

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#### To be completed by Compliance Team

<i>Tier 4 Student</i>	<input style="width: 95%;" type="text" value="Select..."/>
<i>CAS number</i>	<input style="width: 95%;" type="text"/>
<i>Date Reported on SMS</i>	<input style="width: 95%;" type="text"/>

A copy of this completed form should be sent to [HomeOfficeCompliance@salford.ac.uk](mailto:HomeOfficeCompliance@salford.ac.uk) in advance of starting the placement. Please retain for your records.