

# Policy Governing The Student Visa Sponsorship of Current Students at Swansea University

## An Industrial Placement Policy For Student Route (Previous Tier 4) Visa Holders

### 1. Scope and Purpose

This policy document is intended for Student Visa holders studying at Swansea University (SU) who decide to undertake a supervised, integral, and assessed semester or year-long industrial placement option as part of their course of study in the UK. This document also includes information regarding transfer requests to courses that require additional time to remain in the UK. This process has been designed to ensure that UK Visas and Immigration (UKVI) regulations for Student Route (STR) sponsors are adhered to whilst a student is on a placement as part of their course.

### 2. Definition(s)

**Placement:** Any work-based, employment or practical experience that is part of a student's programme and fulfils intended learning outcomes.

A placement may be required or optional and would be expected to be credit-bearing.

Although the student is registered at the University and remains subject to University regulations, direct supervision is transferred to a host supervisor for a set period of time.

**Confirmation Of Acceptance Of Studies (CAS):** An electronic document that includes a unique number which confirms a student has been accepted/allowed to continue on a course of study in the UK.

### 3. UKVI Regulations Regarding Placements

**3.1.** For a Tier 4 or Student Route visa holder to undertake any form of placement in the UK, as part of their programme of study, Swansea University 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 SU (RQF6 and above) and that there is no UK statutory requirement for the course 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](#).

- 3.2.** If the work placement meets these conditions, students are permitted to work full-time using their Student Route (previously Tier 4) visa, for the purposes of the placement. Students will also be permitted to work an additional 20 hours per week, alongside the placement.
- 3.3.** If there is a UK statutory requirement for the programme to contain a specific period of (work) placement which exceeds 50% of the overall time of study at SU, cases should be referred to the Student Compliance Services to investigate further. The placements in these instances must also be an integral and assessed part of the course.

#### **4. Student Responsibilities**

- 4.1.** Where a student wishes to transfer from a standard programme to a programme that includes a year-long work placement, the student will require further leave to remain in the UK. They can apply either before their course including the work placement starts, **or** more commonly, after they have completed their work placement year and before their current visa expiry date.
- 4.2.** In these cases, the student must submit a transfer request to their respective Faculty. Their request will be considered by the Faculty, the Student Compliance team and Educational Services. If the transfer is approved and additional leave is required, the student should request a new Confirmation Of Acceptance Of Studies (CAS) statement to extend their immigration permission in the UK.
- 4.3.** Once the transfer request has been approved academically by their Faculty, a CAS request should be submitted to the CAS Compliance team in a timely manner and should be no more than 3 months before the pre-existing visa expiry date. Further details on the CAS Issuance Process for Continuing Students can be found [here](#).
- 4.4.** If a Student Route visa holder identifies and secures a suitable integral and assessed placement, they must complete all of the necessary pre-placement checks and documentation before the placement commences. This may include the completion of a Pre-Placement Tripartite Agreement or attending a compulsory in-person session with the placement co-ordinators.
- 4.5.** Whilst a Student Route visa holder is on an industrial placement, they must remain registered and engage with the University and their Student visa responsibilities.



- 4.5.1** As per 3.2 of the [Engagement Monitoring Policy for Student Route \(previously Tier 4\) Students - Swansea University](#), Student Route (previously Tier 4) students on an industrial placement will be monitored on a monthly basis at a minimum.
- 4.5.2** It is the responsibility of the Faculty/School to ensure that these contacts are made and are recorded on a register. Registers must be provided to Student Compliance Services on a monthly basis or on request.
- 4.5.3** In the event that a Student Route (previously Tier 4) student on an industrial placement programme misses an expected contact point, the escalation process outlined in the [Engagement Monitoring Policy for Student Route \(previously Tier 4\) Students - Swansea University](#) will be followed.
- 4.5.4** Failure to engage with this escalation process will result in the withdrawal of the student from the University, and the subsequent withdrawal of their Student Route (previously Tier 4) Sponsorship.
- 4.6.** UKVI-recognised placements should not be confused with any periods of work or work experience that is external to a student's studies. In these cases, Student Visa holders should be reminded that they are restricted to 20 hours of work, per week, during the official term dates of SU (as stipulated on our University webpage [here](#).) This includes:
- Any work or work experience that is unsupervised, unassessed and which does not form part of the student's programme of study.
  - Any unauthorised work placement hours.
  - Any paid/unpaid overtime accrued during part-time work.

## **5. Our Responsibilities As A Student Sponsor**

- 5.1.** The University will be responsible for the Student Route visa holder throughout the period of their industrial placement and must continue to comply with all its sponsor duties during this time.
- 5.2.** Upon receiving confirmation of a placement from the student's Faculty, the University will make a report to the Home Office via the SMS within 10 working days, to inform them about a change to student's circumstances. This will include providing the Home Office with the address of the student's placement.
- 5.3.** Whilst a Student Route visa holder is on an industrial placement, the University must ensure that the student continues to 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 industrial placement.



Swansea University  
Prifysgol Abertawe

- 5.3.1.** As per 3.2 of the [Engagement Monitoring Policy for Student Route \(previously Tier 4\) Students - Swansea University](#), Student Route (previously Tier 4) students on a industrial placement will be monitored on a monthly basis at a minimum.
- 5.3.2.** It is the responsibility of the Faculty/School to ensure that these contacts are made and are recorded on a register. Registers must be provided to Student Compliance Services on a monthly basis or on request.
- 5.3.3.** In the event that a Student Route (previously Tier 4) student on an industrial placement programme misses an expected contact point, the escalation process outlined in the [Engagement Monitoring Policy for Student Route \(previously Tier 4\) Students - Swansea University](#) will be followed.
- 5.3.4.** If the student fails to engage with this escalation process, the student will be subsequently withdrawn from the University. This sponsorship withdrawal will be reported to UKVI via the SMS and will result in the curtailment of their permission to stay.
  
- 5.4.** Swansea University remains responsible for the retention of current documents required under [Appendix D: keeping documents – guidance for sponsors \(valid passport and visa, relevant application documents, up-to-date contact details, etc.\)](#)
  
- 5.5.** Any changes with a student’s registration status during the placement period must be notified by the Faculty/School to Student Compliance Services immediately at the point these details are confirmed. Student Compliance Services may need to report these changes to UKVI within 10 working days.
  
- 5.6.** If a student is registered on a course where the placement does not ultimately occur (i.e., the student moves back to the equivalent programme without a work placement) - it is the responsibility of the Faculty/School to inform Student Compliance Services, so a change in circumstances can be reported to UKVI within 10 working days of the programme transfer. The student will be reported to the UKVI as an “early finisher”, and their visa will be curtailed in relation to that reporting date.