

## Student Visa Policy Immigration Regulations

---

1. This guidance has been created as a means of ensuring that UK Home Office policies and expectations, the University's sponsorship requirements and the requirements of student visa holders at the University are all aligned.
2. Although this policy forms a part of the University's regulations, it is underpinned by the UK Visa and Immigration policies published at <https://www.gov.uk/student-visa>.
3. Please note that visa application requirements may differ from country to country, but the University's requirements of students who hold a student visa are all split simply into 2 categories.
4. Student can enter the University as sponsored students on one of 2 routes: as a short-term student (on a course requiring less than 6 months of study) or as a degree student (on a course requiring a year or more of study).

### 5. Short Term Student: General Visitor Visa

Short term students are issued with a visitor visa for their stay in the UK.

- a. This allows them to:
- b. -stay for up to 6 months
- c. -study on a short course
- d. -travel
- e. This visa does NOT allow them to:
- f. -work in any capacity
- g. -access public funding
- h. -access NHS medical care
- i. -bring dependents to the UK
- j. The University strongly recommends travel insurance to all students on visitor visas.

### 6. Degree Student: Student Route Visit

Degree students or year-long visiting students are issued with a student visa for their stay in the UK. This allows for them to\*:

- a. -stay for the length of their course usually with an additional 1 to 4-month wrap up period at the end
- b. -study on a longer course
- c. -travel
- d. -work up to 20 hours per week during term time and full time outside of term time
- e. -access NHS medical care (as an NHS surcharge is paid at the point of application)
- f. This visa does NOT allow them to:
- g. -work full time during published term dates  
-access public funding
- h. *\*this visa may allow students to bring dependents with them to the UK—this will depend on the level of the course.*

### 7. In both cases (short term student or degree student) the student is expected to:

- a. Engage fully with his/ her course. Students are expected to attend classes regularly and keep up to date with assignments and coursework. If a student starts to fall behind, the

University will make contact and offer assistance. If the student is unresponsive to the University's attempts at communication, after 60 days, the University is obligated to report the student's failure to engage to the Home Office. Curtailment action will then be taken by the UK Home Office to end the student's period of leave in the UK.

8. Make regular progress on the course
  - a. Students are expected to complete modules/classes and earn credits consistently through their period of study. It is expected that a student sponsored on a visa should earn between 9 and 15 credits per term or 18 to 30 credits per year as an undergraduate student. Full time postgraduate students should enrol on 3 taught classes per term and a research dissertation in their final term. If a student is unable to achieve this, their progress will be reviewed by an academic committee and an intervention will follow to try to get the student back on track academically. If the student is consistently unable to achieve even after measures are put in place, the University Exam Board may choose to academically dismiss the student which will trigger the University's obligation to report the end of sponsorship to the UK Home Office.
9. Achieve at least a minimum GPA of 2.0 in order to stay in good academic standing
  - a. Students are expected to achieve a cumulative grade point average of 2.0 throughout their studies at the University. If a student falls below this average, s/he will be put on academic probation and will be limited to a course load of 12 credit hours per term. This may delay the student's progress and cause the student to be unable to complete his/her course in the allotted timeframe. As above, this may begin academic dismissal proceeding by the University's exam board and could also result in a report to the UK Home Office about the end of visa sponsorship for the student.
10. Complete the course within the allotted time frame of the visa
  - a. At the start of the course, the student will be issued with a visa for the duration of his/her studies. In rare cases, the student may not be able to complete his/her course within the allocated time frame. If this is the case, and there is evidence of good academic progress and achievement, the University may decide to support the student with a new visa application. Please note that this must be within the 5-year cap for undergraduate degrees and within the allocated time limits of postgraduate study. If the student has not made good progress and/or has not achieved a minimum standard of work, the University can decide to end sponsorship when the visa expires.
11. Keep the University informed of his/her living location and other contact details
  - a. The student must keep the University (his/her sponsor) up to date with a local living address, mobile phone number and any other relevant contact details. This can be done through the University's self service portal.
12. Keep the University informed of personal circumstances that might keep the student from engaging with his/her course
  - a. If a student's personal circumstances change: an illness, bereavement, financial difficulty or other issue, the student must contact the University to explain their circumstances. The University offers comprehensive support and guidance for all of its students. Please contact us at [studentaffairs@richmond.ac.uk](mailto:studentaffairs@richmond.ac.uk)

13. Please note that any violation of the terms of your student visa including working without authorisation, activity that constitutes fraud or any criminal act committed while you are sponsored by the University may result in immediate dismissal and a report to the UK Home Office as required.

## VERSION MANAGEMENT

Responsible Department: Student Affairs			
Approving body: University Board			
Version no.	Key Changes	Date of approval	Date of effect
001	Updated policy to conform to the University's policy template		
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	