

WISAS

YOUR VISA YOUR RESPONSIBILITIES



A GUIDE FOR STUDENT ROUTE VISA STUDENTS

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STUDENT ROUTE VISA

Starting a course at university is an exciting time for students. If you're an international student who needs a Student Route visa, there are some important regulations and requirements that you need to be aware of to ensure your time at Arts University Bournemouth runs smoothly.

This booklet answers the main queries in relation to this and provides you with advice, guidance and information regarding your responsibilities.

Remember if you break the rules because you don't understand them, the Home Office will not accept that excuse and it can have serious consequences for you. If you have any queries or your circumstances change, please contact the International Office who are always here to help.

TERMS USED IN THIS BOOKLET

AUB:

Arts University Bournemouth

Breach:

The breaking of a rule, agreement or contract

Constitute:

To be part of Curtail, Curtailment and Curtailed: to cut short or reduce; the length of time you can stay in the UK will be curtailed/cut short if you finish your course earlier than expected, take a break from your studies, or breach the conditions of your visa

Enforcement:

To put or keep in force, to impose

Enrolment:

To enter or register in a roll, list, or record; we will enrol you on your course

Entry clearance/permission to enter:

UK visa granted in your home country/ country of residence

Home Office/UKVI:

the organisation that oversees visas and immigration in the UK

Intermitting:

Suspend or discontinue your studies temporarily

Leave/permission to remain:

Immigration status, the right to stay in the UK for either an indefinite or restricted period of time

Points-based system:

The Home Office uses a points-based system to assess applications for any visa category, not just student visas

Prohibit:

Preventing from doing something

Residence permit card:

Visa granted in the UK, normally a Biometric Residence Permit (BRP)

Sponsor:

In order for you to enter the UK on a Student Route visa, you need a sponsor; whilst you study here, AUB will be your sponsor

Sponsor with track record of compliance:

AUB is a trusted sponsor with a track record of compliance, meaning that UKVI will allow us and you certain benefits

Student Route visa:

This category of visa is for over-16s who want to study in the UK for their education. In this booklet we will refer to it as Student Route visa and you as a Student Route student or visa student

Withdrawing:

Discontinuing with no intention to return to your studies at AUB

Visa:

References to visa include entry clearance/ travel vignette, residence permit card, Biometric Residence Permit (BRP) or digital immigration status issued by the Home Office

YOUR RESPONSIBILITIES

Enrolment

To enrol on your course, you'll need to show:

- A valid passport
- A valid visa to cover the whole course you intend to study, this will be either a BRP or a digital status with a share code
- Original qualification certificates/transcript
- A copy of your boarding pass for your flight to the UK or digital confirmation of your booking
- A copy of the visa decision confirmation.

Your Student Route visa must have Arts University Bournemouth named on it as your sponsor.

If you don't upload your documents as part of the online enrolment process or bring the original documents to us when requested, we'll enrol you on a temporary basis only for a period of three weeks or until the required documents have been checked by Student Records.

If you were provided with a travel vignette with a start date and end date and are required to collect a BRP from the local post office on your arrival in the UK, you can be temporarily enrolled using the vignette. Please note you must collect your BRP within 10 days of arriving in the UK and the Student Records team will need to check it in person before the end of the three-week temporary registration window and before your travel vignette expires.

in the event you fail to produce the required documentation within three weeks of the start date of your course, you'll be withdrawn from your course and reported to the Home Office.

They'll cancel your Student Route visa and you will have to leave the country.

Re-Enrolment

At the start of each academic year, you must complete online enrolment during the summer and ensure you have your visa documentation and passport with you on campus for our Student Records team to see, even if your status and your documentation have not changed since you last provided it.

Engagement with your course

The Home Office requires AUB to check and keep engagement records for all Student Route students. All students must attend regularly; AUB has an attendance and engagement policy which requires you to be present at all contact points, to include:

- Attendance at any lesson, lecture, tutorial studio session or seminar (as relevant to the level of study)
- Attendance at any test, examination or assessment board
- Submission of assessed or un-assessed coursework
- Submission of 'interim' dissertation/coursework or reports to discuss your work so far
- Attendance at any meeting with a lecturer, supervisor or personal tutor
- Attendance at an appointment with a welfare advisor or an international student adviser
- For postgraduate students, attendance at any research meeting, supervision or — at a writing-up seminar or doctoral workshops

If you fail to adhere to the attendance and engagement policy without authorised permission, the University will withdraw you from your course and report you to the Home Office, who will curtail your visa.

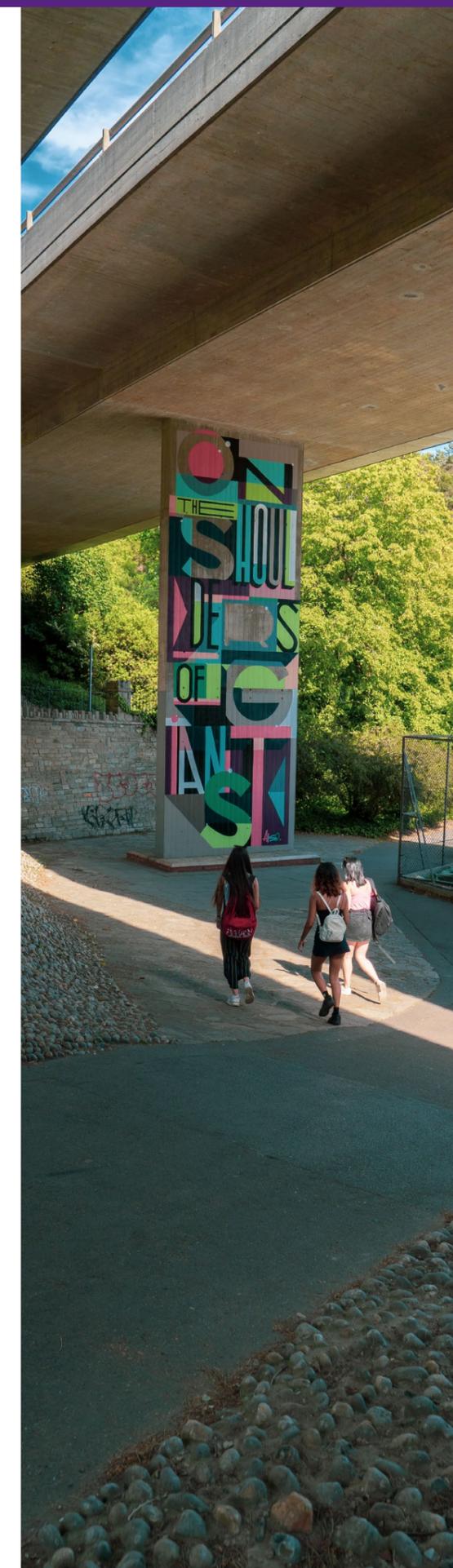
What if you cannot attend a contact point?

It is essential that you keep the University informed. Acceptable reasons for authorised non-attendance can include:

- Illness
- Family bereavement
- Religious observance

If you are unable to attend any of your scheduled taught sessions (such as lectures, tutorials or workshops) please contact your Unit Leader, Course Leader or another member of the course team in advance to let them know, so that they can record this on the attendance register. You'll need to contact them every day you're away. If you don't attend for more than five consecutive days, you'll need to get a doctor's note, which you should hand into the Academic Office as soon as you return to the University.

Please see the back of this booklet for contact details.



WITHDRAWING AND INTERMITTING

If you're considering changing, intermitting or withdrawing from your course, please contact the International team who can offer you advice and guidance. Student Services have also produced a booklet called 'A guide to Intermitting, changing or withdrawing from your course.'

Withdrawing and intermitting

If you withdraw or intermit, or if we withdraw your sponsorship, the Home Office will curtail your visa.

Curtailment will be automatic, unless you have 60 days or less on your visa. This means that your student visa is cancelled, and you need to leave the UK within 60 days. We advise you to arrange to leave the UK as soon as possible and within the 60 day period. You must provide AUB with a copy of your travel arrangements for leaving the UK.

If you leave after the expiry date of your visa or curtailment, it could affect any future visa applications you make to the UK.

The University must give the Home Office details of students' plans to leave the UK, for example a copy of your ticket or an email with your flight details.

Reasons AUB may withdraw your sponsorship

Most withdrawals are the choice of students due to personal reasons. However, AUB will withdraw you from your course if you:

- Fail to commence study with the sponsor
- Fail to meet the attendance requirements on your course
- Fail to progress on your course or are unable to achieve the qualification you were originally sponsored for
- Have been excluded or withdrawn from the course
- Have outstanding debt, which has resulted in you being barred from teaching and assessment.



CHANGING COURSE AND ADDITIONAL STUDY

Change of course at AUB

If you want to change to a different course at AUB, you don't need to get the Home Office's permission, as long as you'll be able to complete your new course before your visa expires and the new course is at the same or higher level as the one you were previously studying. AUB will tell the Home Office that you have changed course.

If your new course is longer than the course your visa was for, you'll need to make a new application for extra permission to stay to finish your new course. If you arrive in the UK and the Student Records team will need to check it in person before the end of the three-week temporary registration window and before your travel vignette expires.

If your new course will end before your permission to stay expires, you must tell the Home Office by emailing migrantreporting@homeoffice.gsi.gov.uk

If you're considering changing course, please speak to the Compliance Officer to ensure you're able to complete the new course of study and extend your visa if required.

What happens if your course ends early?

If you've successfully completed your course earlier than expected, the Home Office will curtail your leave, allowing you enough time to finish your studies plus between one and four months after the end of the course.

In all other circumstances, the Home Office will limit your permission to stay to 60 days, unless you have less than 60 days leave remaining. This will happen if you do not successfully complete your studies, or if your course finishes early for other reasons.

Changing university or education provider

If you want to leave your current course in order to study the same or a different course with a different education provider, you must apply for a new visa. We advise you contact the new education provider for advice and guidance on applying for your new visa and their procedures.

The new education provider must be a licensed Student Route sponsor, and must assign a new CAS to you.

There's a risk that the Home Office may refuse your new visa application, for example if you don't send the right documents with your visa application.

Nevertheless, you can start your new course before the Home Office has approved your new application if:

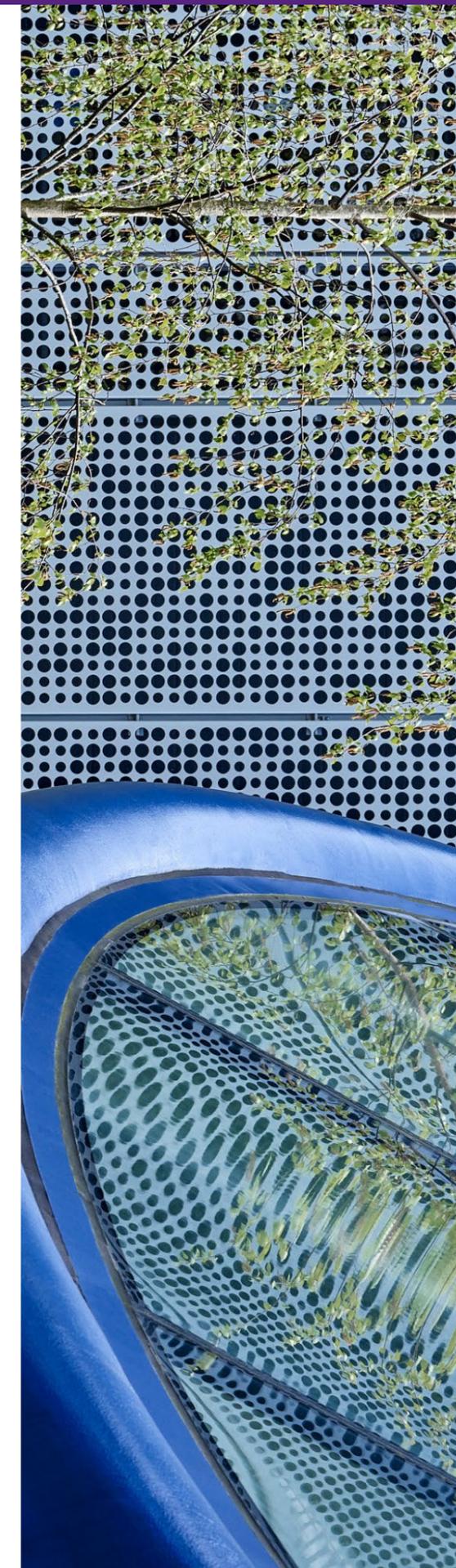
- You've applied to the Home Office for permission to stay and study with a Student Route sponsor which has a Highly Trusted Sponsor rating.
- Your permission to stay and study in the UK with your former sponsor is still valid.
- Your prospective Student Route sponsor has assigned a CAS to you for your new course.

Can I do extra studies whilst in the UK?

You can do a supplementary course, for example, an evening class, in addition to your main course of study. This supplementary course can be in any subject, and does not have to relate to your main course of study.

You don't need permission to undertake a supplementary course and you're not required to tell your sponsor.

However, you must make sure that your supplementary course doesn't hinder your progress on your main course of studies.



CHANGE OF PERSONAL DETAILS

It's your responsibility to keep your contact details up to date by either logging on to the University's eVision system to amend your details, or by reporting any change in your contact details to Student Records at studentrecords@aub.ac.uk

You must also report a change of address to:

- Your official financial sponsor, if you have one
- Your home country's embassy or high commission, if they require it
- Your bank
- Your doctor's surgery
- Your insurance company
- The Home Office

How you do this depends on how you applied for your visa. Please see link below for further guidance and the appropriate forms: www.gov.uk/change-circumstances-visa-brp

New passport or visa

You must always ensure that you apply to extend your visa before your visa expires and ensure that you have a valid passport at all times.

If you get a new passport, visa or ID card whilst you are at the University, you're required to contact Student Records so they can take a copy: studentrecords@aub.ac.uk

It's also your responsibility to let Arts University Bournemouth know if your immigration status changes by contacting the International Office.



BIOMETRIC RESIDENCE PERMIT (BRP)

Not all visa students will have a BRP; some are given a digital status. No matter which type of visa you have, you must keep it up to date. Inform the Home Office, and obtain a new card if relevant, if any of the following details about you change:

- Name
- Nationality
- Gender
- Significant change to your facial appearance (so that it would be difficult to recognise you from the photograph on your current identity card)

See link below for further guidance: gov.uk/change-circumstances-visa-brp
Keeping your BRP safe You must keep your BRP safe at all times. We strongly recommend that you don't use your BRP to prove your age whilst in the UK; apply for a Citizencard through the International team instead.

Only use your BRP in the following circumstances:

- When you enroll on your course
- If you need to prove that you're allowed to work
- If you need to show your passport for any reason such as when you travel out of the country

If you wish to carry evidence of your status in the UK, take a photo of your BRP with your phone.

If you lose or have your BRP stolen

If you lose the BRP, or it's stolen, you must report this to the Home Office as soon as possible, and obtain a new card. You'll also need to report it to the police; you'll get a police report to show you've reported your card as lost or stolen. You must submit this report with your application to the Home Office for a replacement card.

Please take copies of the report and keep it safe; in all future visa applications you'll need to prove you lost your BRP.

The UK immigration authorities can fine you up to £1,000 or shorten your permission to be in the UK, if you don't keep your BRP up-to-date.

You must notify Student Records of the new BRP within one month (or within the first week of the new term if it's lost during a holiday) or we'll need to report you to the Home Office.



WORKING DURING YOUR STUDIES

Most students on a Student Route visa have immigration permission, allowing them to work during their studies.

Check what's on your visa; if you're allowed to work in the UK, your visa will say so. Look for wording such as "work according to rules", "restricted work", "restricted work during term time" or "work limited to max 20/10 hrs per week". If the words "no work" or "work prohibited" are printed on your visa, you mustn't work; if you do, it would be a breach of your immigration conditions and a criminal offence. This is also the case if you work more hours than those shown on your visa.

What kind of work can I do during my studies?

You don't need to apply for special permission in order to work but you must not:

- Be self-employed
- Be employed as a professional sports person or sports coach
- Be employed as an entertainer including acting / performing
- Take a permanent full-time job

You might want to do unpaid voluntary work. There's a difference between unpaid employment (where you have to sign a contract) and voluntary work (where you do not sign a contract), and you should always check with an employer who offers you voluntary work whether it might constitute unpaid employment. Time you spend doing unpaid employment counts towards the total number of hours of work you can do in a week.

How many hours a week can I work as a student?

Unless your visa specifically prohibits work, or limits your right to do so, you can normally work during term-time:

- Up to 20 hours a week if you're studying at degree level or above
- Up to 10 hours a week if you're studying a course that is below degree level, such as Foundation Diploma in Art and Design Studies

If you have permission to work you can work full-time outside of term-time.

If you have permission to work during term-time, you mustn't work more than the maximum number of hours (20 or 10) over one week, regardless of whether you have worked below the maximum in another week. If you're a part-time MA student, you're not allowed to work.

What is term-time?

For most students, term-time and holiday or vacation times are defined by the institution's calendar. AUB publishes their term dates on the website; we normally separate each term by holidays at Christmas, Easter and in the summer. There are different start dates for the different courses so make sure that the holiday periods are correct for you.

As long as your visa doesn't specifically state that you cannot work, you may work full time during holidays from AUB.

If you're a postgraduate student and you're supposed to research and write a dissertation or thesis while other students are on holiday, this counts as term-time for you and you must restrict your work to a maximum 20 hours a week during this time.

Can I take a gap year and work in the UK?

Only if you apply for, and are granted a different type of visa.

If you wish to interrupt your studies for any period, you must contact your Course Leader first. Please see information on withdrawing and intermitting your studies, page 8.

What happens if I break the rules?

If you work when you don't have permission to do so or you take employment that's not covered by the rules (for example working freelance), you'll be committing a criminal offence. This means that you can be taken to court, fined and face up to six months in prison and you'll have to leave the UK. You'll also face automatic refusal of any application to return to the UK from between one and ten years.

When applying to extend your immigration permission in the UK (for example to continue to study or to work), you're asked to declare if you have breached the rules. If you fail to declare that you have overworked, your application could be refused and you could face an automatic refusal of any application to return to the UK for up to ten years.

Further information on working during your studies can be found on the UK Council International Student Affairs (UKCISA) website at the following address; ukcisa.org.uk/Information--Advice/Working/Can-you-work



OUR DUTIES AS A LICENSED SPONSOR

As a licensed sponsor AUB has to follow certain regulations to show that we're meeting the conditions of our licence. For every student we sponsor we're required to report to the Home Office if your circumstances change or you're in breach of the conditions of your visa.

We must report the following:

- If you don't enrol on your course at the expected time and the reason you gave for non-enrolment (for example, a missed flight)
- If you're withdrawn from your course due to unsatisfactory attendance.
- If you discontinue your studies with AUB, giving the name and address of any new institution that you've joined if known
- If you defer (interrupt) your studies after you have arrived in the UK
- If AUB stops sponsoring you for any other reason (for example, if you move into an immigration category that doesn't need a sponsor or your permission to stay in the United Kingdom ends)
- If there are any significant changes in your circumstances, for example, a change to the length of a course
- If AUB have any information that suggests you are breaching the conditions of your leave
- If you enter onto a new course, we have to make sure this represents academic progression and report you if it does not
- If you leave before completing your course, we must give the Home Office details of your plans to leave the UK, for example, a copy of your ticket or an e-ticket

AUB is also required to hold the following information about students who are sponsored and make the information available to the Home Office officials if asked:

- A copy of all your passport pages or immigration status document, showing all personal details (including biometric details)
- Visa stamps, BRP or immigration status documents including evidence of entitlement to study in the United Kingdom and the period you have permission to stay here
- Your up-to-date contact details (address, telephone number and/or mobile telephone number)
- Copies of your original qualifications

The Home Office uses the information we provide about your non-attendance, non-compliance or disappearance to proceed with enforcement action.



DIRECTORY

International Student Adviser

If your circumstances are changing and you're unsure what you need to do, please contact the International Office who are always happy to help.

international@aub.ac.uk
+44 (0) 1202 363713

Student Records within Registry

If you're considering changing, intermitting or withdrawing from your course, the Student Records team can offer you advice and guidance. Student Records should also be your first stop if you receive any new documentation with regards to your immigration status in the UK (including, but not limited to BRP, visa, and passport).

studentrecords@aub.ac.uk
+44 (0) 1202 363383

Academic Office

If you are a BA or MA student and unsure who to contact about your absence or you have any questions about your studies, please use the following contact details:

BA
academicoffice@aub.ac.uk

MA
graduateschooloffice@aub.ac.uk
+44 (0) 1202 363706

Foundation

If you are a Foundation or International Foundation Diploma student, please contact the Foundation team directly, including if you need to inform them that you will be absent from the course

foundation@aub.ac.uk

Student Services

Our Student Advisors are available to support you through your time studying with us, helping you to live life to the full, on campus and off.

studentadvice@aub.ac.uk
+44 (0) 1202 363780

The Careers Adviser can offer you confidential advice and guidance if you're considering changing your course or moving to another university.

careers@aub.ac.uk
+44 (0) 1202 363355 or
+44 (0) 1202 363891

The Home Office

The following web address is for the Home Office website, where you can keep updated on any changes
www.gov.uk/government/organisations/home-office

UK Council for International Student Affairs (UKCISA)

Their advice line is open from Monday to Friday, 13.00-16.00.

UKCISA have produced a number of information sheets on immigration, working in the UK etc. You may find it beneficial to look at their website.

ukcisa.org.uk
0207 7889214

CHECKLIST

Checklist for new students

- Check that all documents have been uploaded to the Online Enrolment task
- Check any emails from Student Records asking for further documentation
- Collect your BRP Card from the Post Office, if required
- Ensure your contact details are up-to-date at enrolment or email Student Records
- Ensure you have your Passport, Visa and Qualification certificates with you in Bournemouth, ready to show the Student Records team during your first term

Please note, if you take the above documents along to enrolment, you won't need to send or take them to Registry as well.

Checklist for returning students

- Ensure your contact details are up-to-date with the Student Records team or via MyAUB
- Ensure the Home Office have your up-to-date contact details
- Have your Passport and Visa with you in Bournemouth, ready to show the Student Records team

We last updated this booklet in August 2023 using the most recent Home Office guidelines, based on the UK Immigration Rules. UK Immigration Rules are subject to regular change and you should always check that you have up-to-date information before taking any action that'll affect your status in the UK.

Please refer to the following website or contact the International Student Adviser for up to date information,
www.gov.uk/government/organisations/home-office



CONTACT

international@aub.ac.uk
+44 (0) 1202 363 233

