



ACTIVITY BASED OUTSIDE OF UCL AND TIER 4 VISA HOLDERS

All activity a Tier 4 student undertakes as part of their programme of study that is not located at a UCL site has to be reported to the Home Office. This guidance helps to explain:

- What activity is permissible for a Tier 4 student to undertake
- What information is required to be given to the Student Immigration Compliance Team (visacompliance@ucl.ac.uk) so that it can be reported to the Home Office

Work Placements including Extra-mural Industrial Attachments – Mandatory and Elective

Under Home Office rules, students studying at or above NQF level 6 can undertake a work placement. A work placement is any activity which is undertaken outside of an education institution for example in a place of work, or archaeological dig. The rules apply to work placements that are paid or unpaid and which are both in and outside the UK.

Work placements at education institutions are subject to different Home Office rules and must be pre-approved by the Student Immigration Compliance Team.

The following is a list of the key principles UCL must adhere to in order to comply with the Home Office rules.

The work placement (which includes paid and unpaid internships):

- must not be more than 50% of the total length of the programme - the only exception to this is if there is a UK statutory requirement for the course to contain a specific period of work placement which exceeds this limit
- must be an integral and assessed part of the programme of study – there are no stipulations about how the student should be assessed however sponsors must be able to provide evidence of assessment
can include a professional performance for those studying music or dance where the performance has been arranged by UCL and is an integral and assessed part of the programme of study
- information should be included on the CAS if known at the time of issuing (if not known at the time of issuing the CAS, then information on the placement should be reported to Home Office as a Change of Circumstance once it is known) It may not be possible for Tier 4 students to undertake a placement if it will extend the length of their course.
- information that is needed includes the name of employer, address and duration of placement

The above rules also apply to periods of study at UCL as part of a degree-level programme in another country.

Study Abroad

UCL also have to meet monitoring and reporting duties of Tier 4 students on study abroad/Erasmus programmes who are studying at another institution for a semester/year. The nature of the monitoring arrangements may be different from those which apply while students are in the UK (and may even differ between host institutions abroad), but they will still need to satisfy the Home Office requirements.

Sponsorship Duties

As a Tier 4 sponsor, UCL remains responsible for their Tier 4 students during their work placements and so it is important that agreements are in place with employers which allow compliance with sponsor monitoring and reporting duties. If we are not able to meet these sponsor duties, sponsorship of the Tier 4 visa should be withdrawn.

Under our duties as a Tier 4 sponsor, we are still responsible for the student throughout the period of their work placement and must continue to comply with all our sponsor duties during this time. This includes reporting to the Home Office the address and duration of the placement, informing them if the placement

location changes and regularly monitoring attendance while they are on their work placement or studying abroad.

Reporting

It is essential that the above rules are followed and that any details of a Tier 4 student's work placement, internship, industrial attachment or study abroad placement are sent to the Student Immigration Compliance Team so they can be reported to the Home Office.

The details that need to be sent are:

- Student details (name and student number)
- Programme title
- Location of placement – full address is required
- Duration (start and end date)
- If applicable, name and contact details of the Industrial Supervisor

This information must be sent to the Student Immigration Compliance Team once the student has elected to undertake the placement but no later than the date the placement has commenced.

A template has been created below which should be used by Administrators when reporting placements to the Student Immigration Compliance Team.

Student Visitors

Student Visitors **must not** undertake paid or unpaid employment, including work placements which form part of a programme of study.

Work Placement Report Template

Student name	Student number	Programme title	Placement address	Start and end dates	Placement contact