

International Student Policy

Purpose

1. This policy aims to ensure that the College meets its obligations as a holder of a Student sponsor license.

Scope

2. This policy applies to all students who are sponsored (or who wish to be sponsored) by Regent College London ('the College', 'we' or 'our') under the College's Student sponsor license. For the purposes of this policy, these students are referred to as 'international applicants' and 'international students'.
3. This policy encompasses the College's activities and responsibilities from first contact with an international applicant until:
 - sponsorship is withdrawn from the student by the College;
 - the student leaves the UK, or,
 - the student is given permission to stay in the UK with a different sponsor or in another immigration category.
4. This policy should be read in conjunction with the other policies and procedures that describe and govern our academic activities and services (<https://www.rcl.ac.uk/our-college/our-policies/>). These other policies and procedures apply to international students unless otherwise stated in this policy. Where any other policy or procedure is found to conflict with the our duties as a Student sponsor, the College's obligations as a Student sponsor shall prevail.
5. This policy will be reviewed and revised annually, in common with the College's approach to keeping all our policies and procedures up to date. While the College will endeavour to ensure that this policy always accords with its obligations as a Student sponsor, this policy will be superseded by any legislative changes, or changes to Home Office or UKVI requirements.
6. International students are responsible for ensuring that they act in accordance with their duties as international students.

Marketing, recruitment and admissions

7. We are committed to providing a high quality experience for international applicants and students from their first contact with us until they graduate.
8. The Admissions and Recruitment team will:
 - Provide information, advice, and support to applicants, assess applications and make offers in liaison with and on behalf of Schools;
 - Liaise with the Home Office and UKVI in relation to the College's status as a sponsor licence holder, including the discharge of its specific reporting duties for international students;

- Maintain records up to and including enrolment for all international students as required by UKVI Sponsor guidance;
- Assist applicants for the entire applicant journey, including initial inquiry, pre-arrival, induction and post enrolment;
- Advise other staff on the College's responsibilities as a sponsor licence holder;
- Ensure international students are aware of their responsibilities to the College;
- Ensure international students are aware of the conditions of their visa and the penalties for failing to comply with and/or breaching the immigration regulations;
- Contact international students whose visas and passports are due to expire within the next three months to make arrangements to obtain new leave, leave the UK or make a new application in another immigration category.

9. In advising international students, we will seek to act in accordance with the UK Council for International Student Affairs (UKCISA) and Association for International Student Advisers (AISA) [Code of Ethics](#).

10. We will comply with all aspects of UK immigration rules and sponsor guidance, and support immigration control, taking steps to ensure that every student enrolled with us has permission to study in the UK throughout the whole period of their study and can meet the financial and other requirements.

11. Entry requirements for international students, including for English language proficiency, are published on our website (<https://www.rcl.ac.uk/studying-at-regent/international-students/international-students-entry-requirements/>).

12. We are committed to giving full and fair consideration to all qualifications from outside the UK and will assess these on a case-by-case basis. We use UK ENIC which provides information and advice on vocational, academic and professional skills and qualifications from all over the world.

13. Pursuant to our Recognition of Prior Learning Policy and Procedure, the College may also consider prior experiential learning for admission (the non-certified acquisition of relevant skills and knowledge, gained through relevant experience, which can be evaluated). In each case, however, international students must satisfy the UKVI's requirements as amended from time to time for us to issue them with a Confirmation of Acceptance for Studies (CAS).

14. As well as satisfying our published entry requirements, we also require international applicants to prove they have progressed successfully from their previous studies and undertake an admissions interview, during which we will ask them about the programme they intend to study, their reasons for choosing the College, their financial means, their plans after graduation and any relevant work experience. These interviews are recorded and reviewed by our compliance team, who may ask for additional information and/or to conduct an additional interview.

15. During the application and admissions process we check international students' fees and visa status, and all offers are contingent on students proving this status at enrolment with original evidence.

Information for students

16. We aim to recruit students who have the potential and motivation to meet the demands of their chosen programme and who will fully engage with, and benefit from, studying at the College. We will, therefore, provide sufficient information to enable international applicants to make an informed choice about their programme of study:

- Information provided to applicants will be comprehensive and clear and regularly updated;
- Information provided will clearly differentiate between the admissions processes for international and other students where differences exist;
- Information will be provided in multiple formats and across multiple channels and media;
- Information will be provided on admissions processes, application deadlines, tuition fees, financial information required and payment schedules. International applicants will also be made aware of any fee discounts, bursaries or scholarships for which they may be eligible;
- Information will include guidance on how international applicants can obtain and maintain their Student visa.

Use of recruitment agents

17. We recognise that some international applicants will wish to use agents to help them with the application process.

18. We will only accept applications from or via agents we have approved, a list of whom we send to UKVI periodically. Approved agents will be expected to:

- Work in line with the seven principles for ethical international student recruitment, known as the [London Statement](#);
- Always represent the College honestly and accurately;
- Add value to the application process;
- Advise and assist the students line with the guidance provided to them from the College;
- Prioritise the needs of the student and the College;
- Offer post enrolment support to the College and the student as when required.

19. We will regularly review the performance of approved agents, including against UKVI's basic assessment criteria. An agent found to be acting illegally or unfairly will have their approval withdrawn.

20. Our Admissions and Recruitment team will take all reasonable steps to ensure that approved agents are fully informed about all aspects of the College's provision. We will provide activities to train and update agents on their duties and responsibilities. The Admissions and Recruitment team will also take all reasonable steps to ensure that approved agents give accurate and up to date visa advice to international applicants where required.

21. If at any point agents become aware of any visa or policy changes, they shall be expected to contact our compliance team to confirm and implement the changes.

Arrival, orientation, and induction

Pre-arrival information

22. Prior to arrival, international students will receive the following information:
- Advice on documentation required for presentation at the point of entry into the UK;
 - Welcome emails that will assist the student before arriving to the UK;
 - Enrolment arrangements and requirements, including the information they will be required to provide on the day of enrolment, such as passport and/or Biometric Residence Permit (if available);
 - The College's and student's responsibilities, including in relation to immigration and registration;
 - The College's Student Charter;
 - Details of orientation and induction programmes available;
 - Campus maps;
 - Learning resources services;
 - Student representation;
 - Financial support and information, student support packages, and payment methods;
 - Answers to frequently asked questions (FAQs).
23. Students and agents will be made aware that their Biometric Residence Permit (BRP) will be delivered to the College by default (this is done at the visa application stage). All BRPs will be checked and any errors reported on behalf of the student before they can collect their valid BRP.

Enrolment and registration

24. On arrival international students will be formally enrolled as a student of the College and registered on their chosen programme.
25. As part of their contract, the student (and agent, if applicable) will be advised that a payment towards the fees will be requested as part of the enrolment process.
26. All international students must submit their passports to be copied as part of the enrolment process.
27. All European Union nationals will need to submit evidence of a valid visa or a Share code to prove their right to study. This is to be given upon request of the Enrolment Officer. Any student studying a course on a Standard Visitor visa will need to submit evidence of their flight information to the UK. Failure to submit the correct evidence will mean the student cannot enrol.
28. Our Admissions team will ensure that due attention is paid to checking and verifying international students' right to study by checking their visa and settlement statuses. Attendance at enrolment and induction or orientation sessions is compulsory.
29. At enrolment we will check the student's identification and other documentation (as listed on the CAS) and take copies of these.

30. By enrolling, students will gain access to College facilities and campuses, enabling them to attend lectures, seminars and workshops.
31. We will issue International students with a College student ID card once they have enrolled. International students should display their ID cards at all times.
32. International students will need to re-enrol on their course at the beginning of each year of study. Physical attendance at re-enrolment sessions is compulsory.
33. Compliance checks will take place twice a year to ensure international students remain compliant with the UKVI Sponsor guidance. International students will be expected to submit their passports and BRPs as part of these checks. These checks will also include any updates to personal details, such as telephone numbers or and address in the UK. Any significant changes to the students' records will be reported on the UKVI SMS.

Orientation

34. We will provide all new international students with an orientation and induction session, to prepare them for study as well as living in the UK.

Academic induction

35. We will provide all new international students with a Programme Handbook containing details about the academic requirements of the programme, the programme team, the facilities available, the study support available, and guidance on upholding academic integrity to help meet the expectations of UK higher education.

Attendance and engagement

36. Our requirements for attendance by international students are set out in the [International Student Attendance and Engagement Policy](#).
37. Pursuant to our duties as a sponsor licence holder, we will:
- Monitor the attendance of international students and notify UKVI if a student's attendance falls below UKVI's minimum requirements;
 - Notify the UKVI if an international student:
 - receives a visa refusal
 - does not enrol as expected
 - changes their course
 - defers after a visa has been granted
 - suspends or discontinues their studies, or is suspended or withdrawn by the College
 - completes their studies earlier than indicated on their CAS
 - is not complying with the conditions of the visa
 - is subject to any other significant change in circumstances.
38. We will retain records of its international students as required by the UKVI and make these available for inspection by the UKVI at any time.

39. All student reporting will take place on the UKVI SMS.

Academic progress

40. Subject to the regulations of each programme, when a student fails to achieve the pass criteria for an assessment component or module they may be required to achieve the pass criteria by undertaking a reassessment or repeating a module before they can progress to the next level or become eligible to receive an award.

41. For international students, a requirement to undertake reassessment or repeat a module may extend the duration of the programme beyond the expiry of the original visa. We will decide on a case-by-case basis whether to support an international student to extend or renew their visa to accommodate reassessments and/or repeats, and only do so where:

- the student's participation is required¹; and,
- our sponsorship duties can continue to be met through ongoing monitoring; and,
- the student has adhered to the College's attendance requirements; and,
- the student is not in debt to the College for tuition fees.

42. If the requirement to undertake reassessment or repeat means that an international student will have a period of 60 days or more without academic engagement (for instance, because the module which requires to be repeated only runs once a year), then we are required to stop sponsoring the student. We would then advise the student to leave the UK and issue a new CAS when the student is required to return, and the student would be required to apply for a new visa.

43. Alternatively, we can withdraw sponsorship and the student will be required to leave the UK (providing that they submit evidence that they have left the UK). The student can then return on a Standard Visitor visa to repeat the assessment or be issued a new CAS. This will depend on the student's academic performance.

44. If we have instructed an international student to leave the UK, the student will be notified of the date when their sponsorship will be withdrawn. The student will then be told that they must leave the UK within their 60-day wrap period or when they receive the curtailment from UKVI. Failure to leave the UK during periods without academic engagement may affect a student's immigration status and eligibility to return to the UK.

45. UKVI rules state that only in exceptional circumstances are international students permitted to undertake reassessments or repeat any part of their programme more than once. We will decide on a case-by-case basis whether we can sponsor an international student who wishes to attempt an assessment or module for the third time.

46. Where an international student needs to undertake a reassessment or repeat a module, we will contact them to advise them about their options.

¹ If an international student is required to undertake reassessment or repeat without attendance (for example, to repeat a project which has no taught classes), we will decide on a case-by-case basis if we can continue to sponsor the student if they wish to remain in the UK.

Visa and passport expiry date monitoring

47. We will monitor the expiry dates of every international student's passport and visa. At least three months before the expiry of a student's passport or visa, we will contact the student to make arrangements to obtain new leave, leave the UK or make a new application in another immigration category.

Graduation and departure

48. On successful completion of their studies and following confirmation by the Board of Examiners, all international students will receive a letter confirming their award together with a degree transcript which contains details and marks of the individual components studied.

49. International students will be invited to attend the relevant graduation ceremony where their degree will be conferred.

50. Where the gap between the completion of studies and the graduation ceremony exceeds the extra time allowed by the UKVI at the end of a programme (normally up to four months), international students will be required to leave the UK and apply for a Standard Visitor visa to attend their graduation ceremony unless they have right to remain in the UK in another immigration category.

51. Attendance by the graduating student will be free, but we will charge guests who wish to attend the ceremony. Where requested, we will issue letters of support for visa applications by guests from the student's home country to attend graduation.

52. During the graduation ceremony, the student will normally receive a degree certificate confirming the full title and level of their award. Students receiving their award 'in absentia' will receive their degree certificate at their registered home address shortly after the degree ceremony has taken place.

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