



Lincoln Bishop University

Document Administration

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Document Category:	Policy	
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Status:	APPROVED	
Reason for Development:	As licensed sponsor of International students of the Student Route of the Home Office Points Based System, Lincoln Bishop University is expected to play a part in ensuring the system is not abused. This policy specifies the roles and responsibilities for Lincoln Bishop University as a licensed sponsor from the moment it agrees to sponsor a student by issuing a Confirmation of Acceptance for Study (CAS) letter. This policy has been reviewed to reflect changes in the UKVI sponsorship guidance and changes to post titles within the University.	
Scope:	The policy relates to all undergraduate and postgraduate applicants who are required to gain a visa to study within the UK under the Student Route of the Points-based system.	
Author/Developer:	Head of International and Chief Marketing and Engagement Officer	
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STUDENT ROUTE COMPLIANCE POLICY

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***Please Note:** *This document remains valid until formally revoked or replaced by the University.*

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1.0	09 December 2020	Policy first introduced and approved by Senate
1.1	18 October 2023	Review of nomenclature and amendments to ensure consistency with other University policies.
2.0	07 May 2026	Updates to branding and nomenclature, with amendments to ensure compliance with UKVI requirements and sponsorship guidance.
3.0	01 June 2026	Policy reviewed following approval in May 2026 and in line with advice and guidance provided by UKVI.
4.0	19 June 2026	Further updates to policy and changes to names to reflect new staffing structure from March and June 2026

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1. PURPOSE

- 1.1. The student route of the points-based immigration system is the primary route of entry to the UK for International students who wish to study full time in the UK. These students must be sponsored by an education provider which holds a Student Sponsor Licence issued by the UK Visa and Immigration Directorate of the Home Office (UKVI).
- 1.2. One of the guiding principles of being a Student Sponsor is that it is a privilege not a right. Sponsors benefit directly from migration and are expected to play a part in ensuring that the system is not abused. Sponsors must therefore fulfil certain duties, to ensure immigration control is maintained. As a holder of a UKVI Student Sponsorship Licence, Lincoln Bishop University has a responsibility to act in accordance with the Immigration rules and all parts of the Student Route Sponsor Guidance. These rules can be found at <https://www.gov.uk/government/publications/student-sponsor-guidance>
- 1.3. These rules focus upon:
 - 1.3.1. The issuing of Confirmation of Acceptance for Studies (CAS);
 - 1.3.2. Record keeping; monitoring of students and
 - 1.3.3. Reporting duties.

2. SCOPE

- 2.1. International students at Lincoln Bishop University are governed by the same policies and procedures which relate to UK students but are additionally governed by compliance with the terms and conditions of a student's visa. This document defines the policy and procedures for compliance with the UKVI regulations relating to International students sponsored by the University. The policy relates to all applicants who are required to gain a visa to study within the UK under the Student Route of the Points-based system. The policies and processes defined in this policy relate to the responsibilities held by the University for each sponsored student from the moment it assigns a CAS until:
 - 2.1.1. It withdraws sponsorship from the student;
 - 2.1.2. The student leaves the UK; or
 - 2.1.3. The student is given permission to stay in the UK with a different sponsor or in another immigration category.

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3. KEY REQUIREMENTS OF UKVI POLICY GUIDANCE

- 3.1. The University must appoint an Authorising Officer. This person must be a senior person responsible for the recruitment of students and ensuring all the University's sponsor duties are met.
- 3.2. The Chief Marketing & Engagement Officer is the nominated authorising officer for Lincoln Bishop University as of 19th June 2026.
- 3.3. The University must appoint a Key Contact. The Key Contact is the main point of contact with UKVI. The Admissions Manager is the nominated Key Contact for Lincoln Bishop University.
- 3.4. The University shall allow access to UKVI staff, apply their guidance, supply ad hoc data, use the UKVI on-line Student Management System (SMS) and strive to ensure the University's sponsored students arrive, enrol and complete their studies.
- 3.5. The University shall issue a CAS for any International student it wishes to sponsor. The CAS contains essential information on the student's programme, background, fees and English language ability, where required. The CAS is a key instrument used by students to obtain their visa.
- 3.6. The University must keep copies of up-to-date passport (specific pages), e-visa (or BID), contact details, attendance data and key documents supporting their application.
- 3.7. The University must report students who do not enrol, cease contact, have their sponsorship terminated or have significant programme changes. The University must also report details of recruitment 'intermediaries' and students believed to be breaching or attempting to breach visa conditions or involved in terrorism or other criminal activity.
- 3.8. Failure to comply with UKVI requirements may result in the loss or suspension of the University's license to sponsor International students. Furthermore, the UKVI sets certain performance indicators to measure performance on CAS issuing, enrolment and completion. Underachievement against these indicators can lead to penalties against the University.

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4. SPECIFIC RESPONSIBILITIES AT LINCOLN BISHOP UNIVERSITY

- 4.1. As a licensed student sponsor, Lincoln Bishop University has a responsibility for all its sponsored students while it is sponsoring them. This includes taking all reasonable steps to ensure prospective students are genuine students who can comply with their conditions of leave and complete their course. This is achieved through several specific duties, including:
- 4.1.1. The issuance of a Confirmation of Acceptance for Studies (CAS);
 - 4.1.2. specific record-keeping duties;
 - 4.1.3. specific reporting duties; and
 - 4.1.4. annual Sponsor duties - Submission of the Basic Compliance Assessment (BCA).

5. ISSUING A CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS)

- 5.1. The processes for issuing a CAS can be found in the Standard Operating Procedures for “Issuing a CAS Statement” held by the University’s Admissions Team.

Table 1: Management Responsibility for issuing a Confirmation of Acceptance for Studies (CAS)

UKVI Requirement	Management Responsibility	Managed by
Issue CAS to New Students	Admissions Manager	Admissions Team
Issue CAS to Continuing Students	Compliance Manager or Authorising Officer	Faculty Administration Office

6. SPECIFIC RECORD KEEPING

- 6.1. There are several specific record-keeping duties with which licensed sponsors must comply. These include:
- 6.1.1. Keeping evidence used for accepting a student and issuing a CAS
 - 6.1.2. Documents listed in Section 2.12 of UKVI Sponsorship Duties Guidance
 - 6.1.3. Contact details at enrolment
 - 6.1.4. Updating and maintaining a log of contact details
 - 6.1.5. Attendance and engagement monitoring
 - 6.1.6. Monitoring passport and visa expiry dates

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Table 2: Responsibilities for management of specific record keeping duties

UKVI Requirement	Responsibility
Evidence used for issuing CAS	Admissions Team
Documents listed in Section 2.12 (UKVI Sponsorship Duties)	Admissions Team <i>(before and up to enrolment)</i> Faculty Administration <i>(after enrolment)</i>
Contact details at enrolment	Admissions Team
Updating and maintaining a log of contact details	Faculty Administration
Absence/Attendance	Faculty Administration
Monitoring of passport and visa expiry dates	Faculty Administration

7. SPECIFIC REPORTING DUTIES

7.1. Lincoln Bishop University has a duty to notify UKVI if:

- 7.1.1. It becomes aware students it is sponsoring have been granted leave with the incorrect conditions of stay, for example, if they have mistakenly been granted permission to work.
- 7.1.2. If anything it has reported through the UKVI Student Management System is incorrect, explaining why it is incorrect.
- 7.1.3. There are changes to a student's circumstances, including placements.
- 7.1.4. There are any changes to the organisation which may affect its student sponsor license.

7.2. Responsibilities for the management and performance of these specific reporting duties can be seen in the table below. Further information on reporting duties and what to report can be found in the Home Office Student Sponsor Guidance – Document 2 – Reporting [Duties](#).

Table 3: Specific Reporting Duties and Associated Timeframes

UKVI Requirement	Responsibility	Timeframe
Student visa refused	Compliance Manager	Within 10 working days of being informed
Students fail to enrol	Compliance Manager	Within 10 working days of being informed
Student withdraws/defers before enrolment	Admissions Team	Within 10 working days of being informed
Incorrect conditions of stay	Admissions Team	Within 10 working days of being informed
Student withdraws/defers after enrolment	Compliance Manager	Within 10 working days of being informed

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Student contact stops/ Student stops attending/ engaging	Compliance Manager	See “Student Attendance, Engagement & Absence Policy”
Stop sponsorship – other reason: e.g. change in immigration category/ programme/work placement. Completion of programme early	Compliance Manager	Within 10 working days of being informed
Placements/Changes of Study location	Placement Services Manager	Within 10 working days of being informed
Organisation details including Educational oversight, material change in circumstances	Chief Marketing & Engagement Officer (CMEO)/Authorising Officer	See UKVI guidance
Incorrect SMS entries	Compliance Manager/Authorising Officer	As soon as we know about it.
Annual Student Sponsor Activities	Compliance Manager, supported by CMEO	Annually, when contacted by UKVI

- 7.3. Any need to report an applicant/enrolled student and withdraw sponsorship, after they have arrived in the UK, should be reported to and agreed by the Chief Marketing & Engagement Officer and Head of Faculty Operations.

8. RECRUITMENT AND ADMISSIONS PROCEDURES

- 8.1. The Standard Operating Procedures for recruitment and admissions can be found [here](#).

9. ENROLMENT PROCEDURES

- 9.1. The processes for the enrolment of International students can be found in the standard operating procedures for ‘Enrolling International Students (CAS assigned)’ held by the University Admissions team the enrolment held by the University’s Faculty Administration Office.

10. ATTENDANCE MONITORING AND ACADEMIC ENGAGEMENT

- 10.1. The processes for monitoring the attendance and academic engagement of all students, including International students, can be found in the Student Attendance, Engagement & Absence Policy available [here](#). ‘The Process: Mid-Year Census Check of Student Route Students’ documents held in the International Office shared file.

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11. ANNUAL STUDENT SPONSOR DUTIES

11.1. There are three annual duties that a student sponsor must complete to maintain its license and continue to sponsor International students. These are:

- 11.1.1. Renewing the annual CAS allocation.
- 11.1.2. Applying for the Basic Compliance Assessment (BCA).
- 11.1.3. Inform UKVI of any third-party organisations used to assist with the recruitment of students.

Table 4: Responsibility for Annual Student Sponsor Duties

UKVI Requirement	Responsibility
Renewal of the annual CAS allocation	Chief Marketing & Engagement Officer
Applying for the BCA	Chief Marketing & Engagement Officer
Report the use of third-party assistance for recruitment	Chief Marketing & Engagement Officer

11.2. The CMEO and UEG will make a recommendation on the number of CAS to apply for to the final meeting of the University Executive Group each year. Once approved, the Chief Marketing & Engagement Officer will apply for the annual CAS allowance via the SMS.

11.3. The University must apply for a [Basic Compliance Assessment \(BCA\)](#) every 12 months. The Chief Marketing & Engagement Officer will apply for the BCA at the end of September each year via the SMS.

11.4. The International Office shared file maintains the list of third-party organisations which are used to assist with the recruitment of International students. The Chief Marketing & Engagement Officer will provide this list to the UKVI in October each year. This list will be emailed to EducatorsHelpdesk@homeoffice.gov.uk.

12. COMPLIANCE MONITORING

12.1. The University's Marketing, Recruitment and Admissions Office and Compliance Manager will be responsible for organising several scheduled activities throughout the year to monitor the University's compliance with UKVI guidance for sponsoring International students. This will be monitored by the International Student Operations Group. The key activities to be monitored include:



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- 12.1.1. Completeness of document records outlined in Section 2.12 of the UKVI's Sponsorship Duties guidance.
 - 12.1.2. Completeness of student contact details.
 - 12.1.3. Attendance records.
 - 12.1.4. Completeness of Registry files.
 - 12.1.5. Changes to UKVI policies and regulations.
 - 12.1.6. Adherence to procedures set out in this policy guidance.
- 12.2. A record of key monitoring activities for each student will be maintained on the Student Record System.
- 12.3. An internal Student Route Compliance report will be submitted to the University's International Operations Group.

13. REVIEW AND REVISION

- 13.1. The University's International Operations Group will receive and approve amendments in alignment with changes to the UKVI Guidance.