

TCPS Student Recruitment & Sponsorship Responsibilities Policy & Procedures

(1) HOW TCPS RECRUIT STUDENTS

- TCPS aims to recruit those students who want to come to the United Kingdom for their post -16 education and to take a course at or above National Qualification Framework level 5 (or equivalent) lasting more than two years and who benefit most from our education system.
- Intellectual curiosity, international orientation and interdisciplinary academic interest are essential to a successful career at our college therefore TCPS is selective in admission procedures and student selection.
- To reach this goal TCPS has designed a selection procedure to ensure that applications are handled fairly and impartially.
- The entire process of application is strictly confidential.

The following steps need to be undertaken prior to offering a place on a course: -

I. Students fill out Enquiry Form:

Enquiry could be related to any aspect of the college including areas such as courses offered, fee structure programme, facilities and more.

II. Answering Student Enquires:

Student queries related to courses, fees, facilities, etc. are responded to by the Registrar through emails to update them with the latest in campus.

III. Students fill out Application Form:

Students may apply online or may download all application materials from our website and mail them to the college or email us on info@tcps.co.uk, for any additional information.

IV. Statement of Motivation:

Every student is required to submit a statement of motivation. This statement should be in student's own words giving reasons to study at TCPS. This statement can be sent through e-mail or post.

V. Students specify Course Interest:

Students specifically need to state the course they are interested in studying at the college.

VI. Qualifications Review:

Students need to send photocopy of the certificate (translated into English), photo copies of transcripts/academic report (translated into English) of all qualifications and courses they have undertaken through email when completing application forms.

TCPS checks and confirms the comparable level of a candidate's overseas qualifications through NARIC or the relevant awarding body.

VII. Student Application Review by the Registrar:

Application form is then reviewed by the Registrar and if any clarifications are needed the student would be contacted through email or telephone and should thereafter furnish the necessary details to the college.

Before final enrolment of the student the Registrar needs to have all the below stated checks done related to the credibility and ability of the student:

- Check qualifications through overseas consultants from Universities and Colleges
- Reference check through email/letter
- Confirmation of study from Educational Establishment.

To complete student application files, the college requires the following documents and details to be furnished timely by the student. These must be accurate and authentic.

- Passport (Copy if Overseas)
- Certificates of qualifications including mark sheets
- Relevant work experience details
- Two Passport size photographs

NOTE: The College reserves the right to request additional information when they believe it is necessary.

VIII. Interview of Prospective Students:

If the applicant is selected for further consideration by the college, the student will be interviewed by a member of the college faculty. The interview focuses on aspects such as:

- Student's academic performances including courses taken, knowledge and competencies gained
- Student's personal interests e.g. hobbies
- Student's background e.g. family background
- Student's motivation for coming to study in the UK

The interview will be held in English and will therefore also serve to establish whether the student needs to take an (additional) English Proficiency test.

The College also checks that the student has enough money (maintenance) to cover their course fees and monthly living costs in the United Kingdom.

IX. Response to the Prospective Students (Acceptance/Rejection):

After scrutinizing the application and all the supporting documents submitted by the student, the college makes a decision of student suitability for the course they have applied for.

- The student is informed about the outcome on the application status within 3 working days through post, email or telephone. The student receives notification from the college whether or not their application is accepted. If the student application is accepted they receive an **Offer Letter** along with the procedure of

registration and, if applicable, additional information on visa, insurances and necessary enlisting.

- They also receive an **Acceptance Form**, which they have to complete and return otherwise their application does not get processed any further. If the application is rejected they receive a letter outlining the reasons for rejection. It is possible to reapply for the next semester or academic year, but they need to provide new information regarding academic background, other relevant experiences, otherwise the application will not be reconsidered.

On acceptance the college will issue following documents on the basis of the documents supplied.

Acceptance Letter / CAS (Confirmation of Acceptance for Studies) letter

TCPS provide all potential students with a CAS reference number and sponsor licence number (SLN). This letter enables the migrant student to apply for permission to enter or stay in the United Kingdom as a general student under tier 4.

CAS letter will include:

Student name , home address, date of issuance, sponsor licence number (SLN), CAS number, student reference, date of birth, nationality, course, awarding body, mode of study, total fee, fee paid, course start date and course end date.

Accommodation Letter (if applicable)

Including what type accommodation and reservation dates for accommodation

Payment Receipt

Includes amount paid by student towards the course fees and payment dates.

(2) MONITORING IMMIGRATION STATUS AND PREVENTING ILLEGAL STUDENT

TCPS will keep the following records or documents, and make them available to UKBA if asked:

A photocopy or electronic copy of each migrant's passport or United Kingdom immigration status document (and, in time, their ID card), showing that they are allowed to work or study and does not enrol someone on a course of Study at TCPS whose immigration status does not allow them to study in UK.

NOTE: The College reserves the right to request additional information when they believe it is necessary.

Moreover, the college will cooperates with the UKBA in the following ways to prevent abuse of assessment procedures, capture any patterns of migrant behaviour early which cause concern, address possible weaknesses in processes which cause those patterns; and monitor compliance with immigration rules.

- Cooperates in visits arranged by the UKBA by allowing access to any part of premises and documentation related to various aspects of college functioning on demand.

- Strictly following the guidelines and action plan set by the UKBA and getting back to them in case of queries on any matter related to any clause of the laws related to Student Sponsorship.
- Adopting the policy of Good Governance and maintaining the up-to-date records on all matters related to students and submitting it to the UKBA if asked for so as to minimise the risk of immigration abuse.

The college also complies with the immigration laws and meets the following obligations:

- Makes sure the student who is coming to study is legally allowed to do so, and has the right registration or professional accreditation where needed by law. Moreover the college keeps a copy of the registration document or certificate in the student's application file and keeps up-dating it.
- Assigns CAS certificates of Acceptance for studies to those who, to the best of our knowledge, meet the requirements of the tier 4 or category they are applying under specified in the immigration rules, and who are likely to meet the conditions of their permission to enter or stay in the United Kingdom. The student application is rejected in case of any discrepancy and doubts in relation to these aspect.

(3) MAINTAINING MIGRANT CONTACT DETAILS

Database for Students:

Database is managed for contact details of all students and employees at the college. It is the responsibility of all students and staff to report any changes in circumstances to the college on as soon possible bases.

Thames College of Professional Studies uses Student Management System (SMS) developed by a highly professional firm and recommended by ASIC. This comprehensive system allows recording, developing and integrating; student, employees and overseas consultants all sorts of required details.

SMS covers: Name, nationality, date of birth, home address, UK address, passport details, qualification, documents expiry dates, qualification, attendance, telephone numbers, fax numbers, e-mail address, next of kin etc.

In case of any document expiry, SMS generates "Alerts" well in advance to enable an appropriate action. TCPS take extra step by reminding students and employees periodically (every three months) to fill up "Change Of circumstances" (COC) form.

(4) RECORDKEEPING OF STUDENTS

We must provide any documents for migrants that UKBA think are relevant.

Attendance on the Start Day at the Campus:

Once the students get their visa, they inform the college about the status. When they come to U.K. the students need to attend the college for registration with the original copies of the documents submitted with applications. Before final enrolment of the student with the college the Registrar needs to have all the below stated documents related to the student which needs to be copied, signed and dated by the member of staff copying said documents.

- Completed College Application Form

- Copies of their Passport
- Visa details – clearly showing their entitlement to study in UK
- Biometric details – if available
- Copies of relevant qualifications
- Contact details to include address, telephone number, mobile telephone number to be kept up-to date (see 3 above)

It is TCPS policy to reconfirm the validity of the student details at the beginning of the course. Students are required to complete a Change of Circumstances (COC) form to show that details provided at registration are still valid. (*See form COC1 at last page*)

Modes of Progress Check on Students:

The faculty of the respective courses keep a regular track of the student's progress on the course. This progress is recorded in the form of:

- Attendance records maintained by the college for each student in each course.
- From January 2010 college has installed finger print reader for student's attendance
- Faculty lecture records
- Course Completion Form
- Student assignments
- Routine tests

(5) REPORTING

TCPS reporting duties to UKBA as a sponsor under Tier 4:

- Reporting any students who fail to enrol on their courses in appropriate timeline as set by enrolment procedures of the college to the UKBA. We must include the reason migrant has given (for example a missed flight). This report must be furnished within 10 days of the breach.
- Reporting any unauthorised student absences lasting more than 10 days or on the 10th missed contact on the course.
- Reporting within 10 days any students who discontinue their studies with TCPS and give UKBA name of new institution if known
- Reporting, within 10 days, any student who TCPS stops sponsoring (for example if they move into a immigration category that that does not need a sponsor their permission to stay in the United Kingdom ends)
- Reporting any significant changes in students' circumstances (for example, if the length of a course of study shortens) within 10 working days.
- Reporting any information within 10 working days which suggest that student is breaching the conditions of his/her leave.
- Report any significant changes in TCPS circumstances within 28 calendar days (for example, if TCPS stops trading or become insolvent, substantially change the nature of business, are involved in a merger or are taken over).

- TCPS must also send details of any third party or intermediary, in the United Kingdom or abroad, that helped recruit students
- TCPS must also notify the UKBA, once the attendance of each student takes below 80%

Student Non Attendance Notification letters Time Scales:

The college is very strict with respect to Attendance Records of the students as it makes sure that students are regular and sincere towards their studies. In case of low attendance of student the following measures are taken:

- Issue 1st letter of warning to the student advising of breach.
- Issue 2nd letter of warning after one week outlining consequences in case of failing to address the breach.
- Issue of Exclusion letter after one week if the student does not respond to 2nd letter
- Finally inform the UKBA (Student Task Force) by writing letter regarding the same within 10 working days of sending the Exclusion Letter.

Student cumulative attendance falling below 80%:

- First letter at 85%
- Second letter 80%
- Final letter below 80%

How to report information

TCPS will report information through UKBA Sponsorship Management System (SMS) for Tier 4 students and by letter or email to MigrantReporting@UKBA.gsi.gov.uk for students not under Tier 4.

Terrorism or any other criminal activity

If TCPS suspects anyone engaging in terrorism or any other criminal activity TCPS must give the police any information TCPS has.

(6) COMPLIANCE

Thames College of Professional Studies must comply with the immigration laws and meet the following obligations:

- TCPS must make sure the migrant who is coming to study is legally allowed to do so, and has the right registration or professional accreditation where needed by law, and keep a copy of the registration document or certificate which TCPS can give the UKBA if asked. For example, if the migrant is coming to work as a doctor, TCPS must make sure they have the right registration to allow them to practice as a doctor in the United Kingdom;
- TCPS must not enrol someone whose immigration status (or lack of status) does not allow them to study. TCPS must only assign certificates of sponsorship to those who, to the best of our knowledge, meet the requirements of the tier or category they are applying under specified in the immigration rules, and who are likely to meet the conditions of their permission to enter or stay in the United Kingdom.

Co-operating with UKBA

TCPS must co-operate with UKBA as follows:

Allow UKBA staff access to any of our premises on demand. Visits may be either prearranged or unannounced;

- Stick to any sponsorship action plan set by UKBA.
- Look to minimise the risk of immigration abuse by complying with any good practice guidance that UKBA or any sector body may produce for TCPS's particular tiers or sectors.

(7) STUDENT TRACKING AND MONITORING

TCPS will report the following information or events about sponsored migrants to UKBA within the time limit given:

- If they fail to turn up for their first day at college, or do not enrol on their course at the expected time, TCPS must report this within 10 working days. TCPS must include the reason the migrant gives for non-attendance or enrolment (for example, a missed flight).
- If they are absent from college for more than 10 working days, or they miss 10 'expected contacts' on their course of study without our reasonably granted permission, TCPS must tell UKBA within 10 working days of the 10th day of absence or the 10th missed contact. If they stop their studies or registration ends (including where they are expelled), TCPS must tell UKBA within 10 working days of the event in question, and give UKBA the name and address of any new employer or institution that they have joined if TCPS knows it.
- If TCPS stops sponsoring them for any other reason (for example, if they move into a immigration category that does not need a sponsor or their permission to stay in the United Kingdom ends), TCPS must tell UKBA within 10 working days.
- If there are any significant changes in their circumstances (for example, the length of a course of study or the location they are studying at), TCPS must tell UKBA within 10 working days.
- If student discontinues studies (including any deferrals of study)
- If TCPS has any information which suggests that they are breaching the conditions of their leave, TCPS must tell UKBA within 10 working days.
- If there are any significant changes in our circumstances (for example, if TCPS stops trading or become insolvent, substantially change the nature of our business, are involved in a merger or are taken over), TCPS must tell UKBA within 28 calendar days.
- TCPS must also send UKBA details of any third party or intermediary, in the United Kingdom or abroad, that helped TCPS recruit students.

Expected contacts

TCPS will need to tell UKBA if a student misses 10 expected contacts. For students at TCP, this will normally be where the student has missed two weeks of a course. In the higher education sector, where daily registers are not kept, 'expected contacts' include:

Attendance at any lesson, lecture, tutorial 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/reports;
- Attendance at any meeting with a supervisor or personal tutor;
- Attendance at any 'research method' or 'research panel' meetings. or at 'writing up' seminars or 'doctoral workshops';
- Attendance at a viva;
- Registration (matriculation/enrolment); and
- Attendance at an appointment with a welfare advisor or an international student adviser.

This list is not exhaustive - other types of interaction with students may also count as expected contacts.

(8) SWITCHING TO A DIFFERENT SPONSOR

Switching to the new sponsor for Tier 4 applications made on or after 5 October 2009:

If a student wants to switch to a new Tier 4 sponsor and their current permission to enter or stay in the UK is based on an application made on or after 5th of October 2009, they must make a new application for permission to stay under Tier4. This application need to be supported by a confirmation of acceptance for studies from their new sponsor.

The student must not start their new course until UKBA has approved their new application. They can leave their original sponsor before UKBA has decided their new application; they may not be able to return to the course with their original sponsor.

Applying for permission to switch, Applications made before 5 October 2009

If a student wants to take up a course of study with a new sponsor, they (or their parent or guardian, in the case of a child student) must email **MigrantReporting@ukba.gsi.gov.uk** to ask them for permission. The email message must include details of the proposed change, including:

- The new sponsor's name, address and contact details
- Details of the new course, including the start and end date.
- They will send an acknowledgement to confirm that they have received the request. Permission will be only given for the student to change sponsors if they can confirm that:
- The institution that they want to move to is licensed by UKBA under the relevant tier4 category
- That the institution wants to be the student's new sponsor

- The new course meets the requirements

Once the student has emailed the UKBA back about a change of sponsor and has received an acknowledgement, they can begin their new course without waiting for UKBA permission but this will be at their own risk, as UKBA may refuse to grant this permission.

If a student does not ask UKBA for permission before switching to TCPS, UKBA may curtail their permission to be in the United Kingdom as a tier 4 student.

If the student's existing permission to stay as a tier 4 student will expire before the course with the new sponsor finishes, the student must apply to UKBA to extend their permission to stay. They can choose to apply immediately, or they can wait until shortly before their existing permission expires.

If the new course is shorter than the original one, students must tell UKBA immediately.

Timing of a change of sponsorship

If the student is changing sponsor in order to take up a new course after their current course has finished, Thames College of Professional Studies will be responsible for them as soon as UKBA have granted them further permission to stay.

(For example, a student who is due to finish a course with Sponsor A on 30 September 2009 may want to start a new course with Sponsor B on 20 October 2009. If they apply to extend their permission to stay in April 2009 and UKBA grant this permission from 31 May 2009, Sponsor B will take over responsibility for them from that date, even though they are still studying with Sponsor A.)

TCPS will make sure that students do not apply to extend their permission too early; as this could mean that they are being sponsored by another education provider while they are still part-way through a course with TCPS.

(9) PROFESSIONAL REGISTRATIONS AND ACCREDITATIONS

The College has been registered /accredited with the following professional bodies and it is our responsibility to make sure that all accreditations are current and up to date and meet UKBA requirements.

Current accreditations and affiliations are as follows;

- **Accreditation Services For International Colleges (ASIC)**

ASIC is an independent body, recognised and approved by the Border and Immigration Agency (UKBA), which provides an accreditation service for independent further and higher education colleges.

ASIC accreditation gives reassurance to potential international/overseas students, their parents and education representatives that the operation of their chosen college conforms with relevant United Kingdom laws and offers genuine courses, which are delivered to appropriate standards with acceptable quality, and which lead to recognised qualifications. Accreditation also provides reassurance to the Border and Immigration Agency that the college meets their requirements and, in general, does not harm the perceived quality of the United Kingdom education provision.

- **The Association of Tourism & Hospitality Executives (ATHE)**

The Association of Tourism & Hospitality Executives (ATHE) is a professional membership body and an examination board. ATHE develops business management and Tourism Management qualifications at Certificate, Diploma, Advanced Diploma and Postgraduate Diploma level. ATHE qualifications provide progression routes to degree and Masters programmes worldwide.

ATHE is recognised around the world - from the Qualifications and Curriculum Authority (QCA) in the UK to Ministries of Education and Employers in other countries.

- **The Confederation of Tourism & Hospitality (CTH)**

The Confederation of Tourism and Hospitality (CTH) is one of the UK's leading professional membership and awarding body for qualifications in the fastest growing commercial sector worldwide.

CTH is a member of the Federation of Awarding Bodies and management qualifications are endorsed by over 25 British and international universities. CTH work with British Accreditation Council (BAC), British Council and Accreditation Service for International Colleges (ASIC) accredited colleges in the UK.

CTH also has strong links with industry, with effective relationships and high profile endorsements from organisations such as Virgin Atlantic, GTMC, Star Alliance, Marriot Hotels Caribbean, Radisson Edwardian, Sheraton Hotels, Mantis Collection, Adair Leadership, The Chartered Institute of Environmental Health and many others.

- **Trinity, The International Examinations Board**

The Trinity ESOL Skills for Life examinations are designed specifically in accordance with the Adult ESOL Core Curriculum. The College is certified to conduct Trinity ESOL Skills for Life Examinations as it is a registered Examination centre for the same.

- **British Computer Society (BCS)**

BCS is the leading professional body for those working in IT. BCS have over 68,000 members in more than 100 countries and are the qualifying body for Chartered IT Professionals (CITP). BCS are also an international awarding body for a wide range of qualifications for both users of IT and IT specialists.

Thames College of Professional Studies
Change of Circumstances

Name: _____

Student ID: _____

Course: _____

Contact Address

<u>Date</u>	<u>Address</u>	<u>Telephone/Mobile</u>	<u>E-mail</u>

Next of Kin

<u>Date</u>	<u>Name of next of Kin</u>	<u>Relationship</u>	<u>Address</u>	<u>Telephone</u>

Details I have provided at the time of admission are still current and there are no changes in my circumstances.

I have received my student ID.

Signature: _____

Date: _____