

UK Visa and Immigration Assurance Board

1. Constitution

- 1.1 The Vice-Chancellor has established a committee known as the UK Visa and Immigration Assurance Board, which reports to the Vice-Chancellor's Executive (VCE).
- 1.2 The UKVI Assurance Board has one sub-committee:
- English Language Qualification Scrutiny Committee

2. Scope

- 2.1 The UKVI Assurance Board maintains oversight of the risks related to the University's student and staff visa sponsor licence.
- 2.2 The UKVI Assurance Board oversees the development of regulations, policies, procedures and guidance in respect of UK Visa and Immigration compliance.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Chief Operating Officer (*Chair*)
- University Secretary
- Head of International Recruitment
- Director of International Pathways
- Assistant Director of Student and Academic Services (Registry)
- Head of Visa Compliance
- Student Visa Compliance Manager
- Deputy Head of International: Operations
- International Admissions Manager
- Associate Director, People Operations
- Staff Visa Compliance Manager
- General Counsel

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Board may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Board.

5. Frequency of meetings

- 5.1 The Board will normally meet four times in an academic year.
- 5.2 The Chair may call additional meetings if necessary.

6. Delegated Authority

The Board is authorised by the Vice Chancellor to approve the following:

- 6.1 Regulations, policies, procedures and guidance in respect of UK Visa and Immigration compliance. Report changes to regulations and policies to VCE;
- 6.2 Operational decisions related to the University's sponsor licence. Any decisions which have major implications for the University's international recruitment strategy to be referred to VCE;
- 6.3 English language qualifications adopted by the University to meet the entry criteria for international students to enter the University;
- 6.4 Regularly review the University's UKVI risk register. Approve action plans to mitigate risks, escalating risks to VCE where appropriate; and
- 6.5 Establish and oversee projects to ensure compliance with UKVI requirements.

7. Other Duties

The other duties of the Board shall be to:

- 7.1 Ensure operational controls are in place to manage the University's sponsor obligations;
- 7.2 Monitor the University's performance against the Basic Compliance Assessment, taking any necessary actions to ensure compliance;
- 7.3 Ensure good communication on UK Visa and Immigration issues with the Faculties and the relevant Professional Services;
- 7.4 Review and develop regulations, policies, procedures and guidance in respect of UK Visa and Immigration compliance, ensuring adherence to legal and regulatory requirements and best practice;
- 7.5 Review English language entry qualifications;
- 7.6 Regularly scan the HE sector and other organisations for trends, issues, best practice and innovation, which are worth considering for implementation;
- 7.7 Provide a forum for sharing information and good practice;
- 7.8 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Board's business

8. Standing Orders

- 8.1 The Board must adhere to the [Standing Orders](#) for Academic and Executive Committees.

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