

UNIVERSITY OF HERTFORDSHIRE

SECRETARY AND REGISTRAR'S NOTICE – REGULATIONS AND PROCEDURES FOR THE PROVISION OF STUDENT IMMIGRATION GUIDANCE

Immigration Advice and Guidance in the UK is regulated by the Office of the Immigration Services Commissioner (OISC). The Immigration and Asylum Act 1999 makes it unlawful for anyone to provide unregulated immigration advice or immigration services. This Notice sets out University regulations and procedures to ensure compliance with the legislation and the Immigration Rules determined by the OISC and should be read in conjunction with more detailed instructions published from time-to-time by the Academic Registrar.

- 1 The University has a legal responsibility to ensure that the immigration guidance it provides to students, prospective students, graduates, and members of staff is adequate, accurate and consistent with the Immigration Rules and OISC regulations.
- 2 Immigration guidance includes, but is not limited to, ensuring that correct immigration application forms are completed; advising individuals on immigration, for example, about taking time out from their courses, the implications of withdrawing from their studies and working time regulations and advocacy, for example, contacting UK Visa and Immigration (UKVI) on behalf of a student.
- 3 On the authority of the Secretary and Registrar, the University has designated certain members of staff, solely and specifically, to provide immigration guidance to students, prospective students, graduates and members of staff.
- 4 These members of staff receive specialist training and their duties include the regular updating of immigration information on StudyNet and AskHerts.
- 5 The rules relating to immigration and visas are complex and subject to change. The advice given must be correct.

Within the University student immigration guidance, including matters relating to student immigration compliance, should only be given by staff within the following areas:

- **Student Immigration Team – for any student related immigration matters;**
 - **International Office – for immigration matters relating to applicants;**
 - **HR Compliance Team – for immigration matters relating to the appointment and retention of staff.**
- 6 Complaints concerning compliance with the regulations in this Notice and/or the accuracy of immigration advice and guidance must be directed to the Head of Student Administration (Hutton Hub) in the first instance who will investigate. It should be noted that, in addition to the University's internal complaints processes, issues of compliance and accuracy are also subject to the national complaints scheme operated by the OISC.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2022**