

## UNIVERSITY OF HERTFORDSHIRE

### SECRETARY AND REGISTRAR'S NOTICE – REGULATIONS AND PROCEDURES FOR THE PROVISION OF IMMIGRATION ADVICE AND 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.

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*(Amendments to the version published previously are shown in italics.)*

- 1 The University has a legal responsibility to ensure that the Immigration Advice and Guidance it provides to students, prospective students, graduates, diplomates and members of staff is adequate, accurate and consistent with the Immigration Rules and OISC regulations.
- 2 Immigration Advice and 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 Advice and Guidance to students, prospective students, graduates, diplomates and members of staff.
- 4 These members of staff receive specialist training and their duties include the regular updating of immigration information on StudyNET.
- 5 The Rules relating to immigration and visas are complex and subject to change. It is essential that the advice given is correct. **Within the University, Immigration Advice and Guidance may only be given by the members of staff so designated, based in the Student Centre, who are:**

Ms Christina Peters, Head of International Student Support:	extension <b>4777</b>
Mrs Sandra Ardouin, Senior Student Adviser:	extension <b>4778</b>
<i>Ms Mo (Vicky) Li</i> , International Student Adviser:	extension <b>3582</b>
Ms Nicola Morton, International Student Adviser:	extension <b>3396</b>

- 6 These staff will also advise members of staff, for example, on the circumstances in which they may provide overseas students, graduates and diplomates with letters of attendance.
- 7 **For the avoidance of doubt, all requests for Immigration Advice and Guidance received by members of staff within Schools and elsewhere in the University will be referred to the designated staff whose details are given in section 5.**

#### 8 **Tier 4 compliance duties**

Matters relating to issues surrounding Tier 4 compliance duties should be referred to the University's Tier 4 Compliance Officer, who is:

Ms Rose Temblett, Tier 4 Compliance Officer:	extension <b>4937</b>
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- 9 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 the Student Centre in the first instance. The Head of the Student Centre will conduct an investigation. 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.

Mrs S C Grant  
Secretary and Registrar  
Signed: **18 December 2015**