



**Northumbria  
University**  
NEWCASTLE

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*Records & Information Manager*  
**Duncan James**

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7<sup>th</sup> June 2021

OUR REFERENCE: FOI/RFI-3114/Babjak

Dear Mahlea Babjak,

Your request for information received on 12<sup>th</sup> May 2021 has now been considered. The response to your request is as follows:

**1a) Please provide a copy of any agreement between the university with the Home Office that is used for immigration enforcement purposes and/or policy governing the sharing of data related to international students.**

As a holder of a Tier 4/Student Route sponsor licence issued by the Home Office, Northumbria University is required to comply with UKVI mandatory reporting duties which can be found here <https://www.gov.uk/government/publications/student-sponsorguidance> As such, no formal "agreement" is held.

**1b) Please provide a copy of any agreement(s) or policy(ies) superseded by those that are currently in force.**

Not Applicable.

**2a) Please confirm whether the university trains/teaches the relevant employees/administrators on when and how to report international students to the Home Office for immigration enforcement purposes.**

The University provides training for all staff to undertake their role. We are a member of [UKCISA](#) which provides specialist training for staff working in the HE Immigration sector  
In terms of our duties as a sponsor – self guided training on using the government SMS systems is provided by gov.uk [Manage your sponsorship licence: SMS guide 2 - GOV.UK \(www.gov.uk\)](#)

**2b) Please provide a copy of any guidance or policy(ies) that are used to inform relevant employees/administrators on when to report students to the Home Office.**

For all reporting requirements staff are expected to adhere to the requirements in [Document 2 of the Student Sponsor Guidance](#) pertaining to Sponsorship Duties:

The requirements from this, specifically, relating to attendance and withdrawal for non-engagement are detailed in our [Student Attendance and Engagement Monitoring Policy](#). This covers both Taught and Research students.

**3) Please include any other relevant policy(ies) or guidance used by the university related to compliance with immigration enforcement, as it relates to international students.**

Additionally to this, staff follow the processes outlined to student in [The University handbook of regulations](#) for both Taught and Research Programmes. The relevant visa implications form part of the Handbook at regulations 2, 3, 7, 8 and 13.

- 2. Student Enrolment Conditions
- 3. Student Disciplinary Procedure
- 7. Academic Appeals
- 8. Withdrawal of a student for Unsatisfactory Academic Progress
- 13. Credit Control and Debt Management Policy

If you are unhappy with our response or the way your request has been handled, you have the right to ask for an internal review. To request a review, please contact the Records and Information Manager, in writing at the above address or via email. The review would be undertaken by Jay Wilson, the University's Head of Legal.

Please remember to quote the reference number above in any future communications.

Should you remain dissatisfied following an internal review, you may then appeal to the Information Commissioner at:

Information Commissioner's Office Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Telephone: 01625 545 700

Yours sincerely

**Duncan James**  
**Records & Information Manager**