Staff Briefing Session, Central UKVI Compliance Team

March 2025

University of Glasgow

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Summary

- New processes for monitoring student engagement are now in place.
- Over 180 School/College staff are currently involved in some capacity
- Thank you to all colleagues for supporting this ongoing transition and running parallel processes for UG/PGT.
- Compliance with UKVI regulations is essential and getting this right is key to our success as a University
- We aim to make compliance as simple and supportive as possible for our students and colleagues.
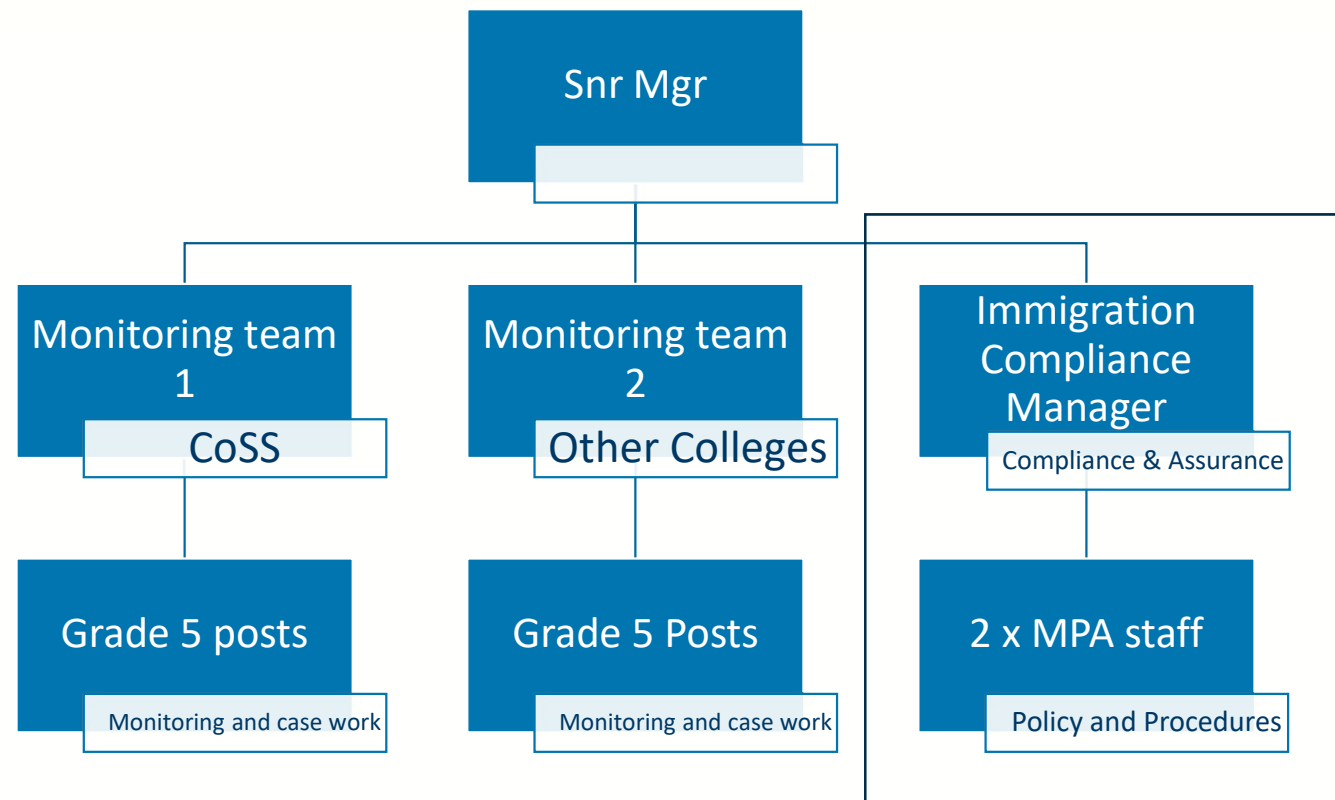- We now want to organise staff working on this more effectively.

Team structure and integration

- The expanded team will sit within SAS working alongside the small existing Immigration Compliance team in Registry

- The intention is to migrate the majority of the work associated with tracking and managing engagement (and responding to disengagement) to this team.

- The plan is to have two further sub-teams:
  - One will support students in the College of Social Sciences
  - The other will support students in the other three colleges
- .

Proposed Structure (indicative)

Current Immigration Compliance Team

Snr Mgr

Monitoring team 1
CoSS

Monitoring team 2
Other Colleges

Immigration Compliance Manager
Compliance & Assurance

Grade 5 posts
Monitoring and case work

Grade 5 Posts
Monitoring and case work

2 x MPA staff
Policy and Procedures

Notes:
1. Roles could be offered on a full-time or part-time basis including potentially a form of term time option.
2. As we finalise the remit we will consider the scope/requirement for Grade 6 roles within the teams.
3. Current in-scope student population is distributed roughly as follows: CoSS 47%, CoSE 25%, MVLS 20%, A&H 8%.

Key responsibilities

• Visa registration (in-person checking of passport and visa documentation)

• Monitoring non-registered students (withdraw within 10 days of the latest course start date any student visa holders who do not register)

• Continuously monitor student engagement, utilising the new system reports which have been developed

• Reviewing requests for visa extensions, and issuing the CAS (Confirmation of Acceptance for Study) to the student

• Any relevant reporting on the UKVI Sponsor Management System

What impact do these changes have on our processes and people ?

High Level Process Descriptions	Schools Academic	Students	Schools PS	Registry	PIA	Admissions	New Function
Issuing CAS (point of admission)						🟩	
Issuing CAS (approval of visa extension request)			🟥	🟥		🟥	🟩
Capturing evidence of visa and passport			🟩				
Identifying student cohort to be monitored			🟥	🟥	🟩		
Evidencing attendance/ engagement	🟥	🟩					
Creating dashboard view of student engagement data					🟩		
Monitoring student engagement			🟥				🟩
Case management of non-engaged students			🟥				🟩
Withdrawal of non-engaged students			🟥	🟥			🟩

🟥 Where responsibility has moved from   🟩 Where responsibility has moved to   ⬚ Change in responsibility   ⬚ New responsibility

What isn't moving?

- Any administrative and learning & teaching activities which are not specific to student visa-holders

- In some subject areas (e.g. Law, Education, Med/Vet, and Dentistry) where there is a requirement for a higher/different level of engagement monitoring or checks for professional, accreditation reasons etc, some aspects of this primarily linked to placements will remain local to minimise duplication

Proposed Recruitment Timeline

- Call out for applications: by end of w.b. 10/3/2025

- Closing date for applications: 24/3/2025

- Shortlisting and invitation to interviews: by 1/4/2025*

- Interviews: w.b. 22/4/2025 onwards

If insufficient applications are received from impacted College/School staff, recruitment will be widened and the posts will be advertised internally. Interviews for impacted College/School staff will take place before any interviews for the wider University community

Frequently asked questions

What is the selection process?

A proportionate selection process will be conducted, including submission of a CV and Cover Letter, and an interview.

Can both full-time and part-time staff apply?

Yes, expressions of interest from both full-time and part-time colleagues are welcome.

When will the new team be formed?

The team will be established between late March and May, with transfer dates agreed through discussions with individuals, their line managers and SAS managers.

Frequently asked questions

Where will I be based?

The team will work alongside other Registry colleagues on Level 2 of the Fraser Building. We are moving toward a desk booking system for all colleagues in the building to facilitate agile working.

What is the working pattern?

Registry operate a hybrid working model, with F/T staff working 2 days per week in the office.

There will be a requirement to increase the presence on campus during peak periods of the year, such as visa registration in September. There are also opportunities to support at other Registry events, such as Graduations and Commemoration Day.