Committee Terms of Reference:
UKVI Compliance Steering Committee

Reports to: the University Executive

Occurrence: 3 times a year

Terms of reference last reviewed: January 2019; last revised: January 2019; and next due for review: January 2021

Members:	In attendance:
• Authorising Officer/PVC (Chair) • Key Contact/Assistant Registrar (UKVI Compliance) • Academic Registrar • Deputy Registrar (Assurance and Enhancement) • Head of International Recruitment and Development • International Student Adviser • Faculty Registrars • Deputy Registrar (Admissions) • Assistant Registrar (Undergraduate Admissions) • Assistant Registrar (Postgraduate Admissions) • Deputy Registrar (Student Administration) • Director of International English Centre • Director of HR • HR Compliance Manager (Tier 2&5, Tier 4 students employed by AU) • Business Information Services representative • SU Academic Affairs Officer Quorum: At least half the members (50%)	• UKVI Compliance Manager At the discretion of the Chair other University officers, as may be appropriate, shall be invited to attend meetings.

Remit:

The UKVI Compliance Steering Group undertakes the safeguarding of the University's UKVI Sponsor Licence that allows the recruitment of staff and students that are subject to immigration control; this includes (but is not limited to) the sponsoring of Tier 4 Visa students and the '*right to study*' for other students subject to immigration control; the sponsoring of Tier 2&5 Visa staff and the '*right to work*' checks for other staff subject to immigration control; and monitoring of the Tier 4 students employed by Aberystwyth University.

Terms of reference:

1. To have delegated authority from the Executive for ensuring operational processes and controls are effective and meet the requirements of Aberystwyth University's UKVI Licence to recruit staff and students from outside the European Economic Area (EEA). This includes, but is not limited to, Tier 4 (students), Tier 2 (staff), Tier 5 (temporary workers) and Short Term Study Visas.

2. To understand and respond to changes to statutory requirements and immigration legislation.

3. To develop, approve and disseminate key policies, procedures and communications for all relevant staff at the University, ensuring an institutional understanding of responsibilities.

4. To develop, maintain and monitor an institutional Risk Register for UKVI activities.

5. To ensure students and staff whose visa is sponsored by the University understand their rights and responsibilities.

6. To develop a robust methodology for responding to Home Office audit visits.

7. To receive regular internal audit reports and develop management responses.

8. To develop and implement short and long term action plans to ensure sustainable compliance mechanisms.

9. To receive regular management information reports in relation to (for instance) international recruitment, visa refusal rates, non-enrolment rates, non-completion rates and attendance/engagement monitoring.

10. To advise the University Executive, or a governance committee via the University Executive, as appropriate on:

    a. Home Office Tier 4 compliance issues for recruitment, admissions, registration and employment of international students;
    b. Home Office Tier 2 and 5 compliance issues for the employment of international staff;
    c. Compliance Metrics under our annual Basic Compliance Assessment (visa refusal rate, non-enrolment rate, non-completion rate);
    d. Regular internal audit reports on UKVI compliance undertaken by external Auditors;
    e. UKVI Higher Education Assurance Team Audit reports.

Operation

The University Executive shall receive regular reports as appropriate on the Committee's activities via the Chair, who shall be a member of the University Executive.