



Cardiff
Metropolitan
University

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Intention to Study Assessment Policy

POLICY TITLE	<i>Intention to Study Assessment Policy</i>
DATE APPROVED	<i>03/07/2024</i>
APPROVING BODY	<i>Academic Board</i>
VERSION	<i>2</i>
PREVIOUS REVIEW DATES	<i>June 25</i>
NEXT REVIEW DATE	<i>June 28</i>
OUTCOME OF EQUALITY IMPACT ASSESSMENT	<i>No impact</i>
RELATED POLICIES / PROCEDURES / GUIDANCE	<i>Admissions Policy Policy on the use of Fraudulent, False, Incorrect or Misleading Information to Gain Admission to the University, Student Visa Compliance Policy, International Student Engagement Monitoring Procedure Student Disciplinary Procedure</i>
IMPLEMENTATION DATE	<i>September 24</i>
POLICY OWNER (JOB TITLE)	<i>Director of Global Engagement</i>
UNIT / SERVICE	<i>Global Engagement Directorate</i>
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VERSION	DATE	REASON FOR CHANGE
<i>2</i>	<i>09/06/2025</i>	<i>Title change, updated Appeals procedure and amended review cycle in line with standard policy review timeframe.</i>

1. Purpose

- 1.1. Cardiff Metropolitan University is licenced by UK Visas and Immigration (UKVI) of the Home Office to sponsor international students to study at its campuses in Cardiff (namely Llandaff and Cyncoed). It is a Higher Education Provider (HEP) with a track record of compliance. UKVI trusts the University to exercise its responsibility to maintain immigration control by fulfilling the duties imposed in the immigration rules and policy guidance and will act against the University, upon failure to do so.
- 1.2. The purpose of this Policy is to establish the principles by which Cardiff Metropolitan University verifies a student's genuine intention to study in the UK, thereby ensuring each student meets the UK's Genuine Student Requirement under [Eligibility requirements for a Student](#), and the University upholds its obligations under its UKVI Student Sponsor Licence.

2. Scope

- 2.1. This Policy relates to all international students who are subject to UK immigration control under the Student Route. This Policy applies from the point of application until the point a student completes their studies and sponsorship under the Student Route.
- 2.2. Where the University suspects an applicant of obtaining their place at the University on the basis of false, incorrect or misleading information, this will be referred for investigation in accordance with the [Policy on the use of Fraudulent, False, Incorrect or Misleading Information to gain admission to the University](#).

3. Background

- 3.1. Institutions holding a UKVI Student Sponsor Licence must ensure that the students it chooses to sponsor have a genuine intention to study in the UK. Student visas are granted on the basis that sponsors have fulfilled their sponsorship duties and performed relevant checks on the suitability of applicants. In accordance with the UKVI's Student Sponsor Guidance, sponsors are expected to report students who are not believed to be genuine. Where an institution is found to breach its sponsorship duties, including admitting students who have no genuine intention of studying in the UK, UKVI may investigate and impose sanctions on the institution if it is deemed to pose a risk to immigration control.
- 3.2. UK Border Force may refuse entry of student visa holders if there is a suspicion that the student has used the Student Route to enter the UK for reasons other than study. Alternatively, UK Border Force may defer decisions to the sponsoring institution as to whether they still wish to admit the student.

- 3.3. Once an international student is enrolled, the University is obligated to maintain appropriate oversight and monitoring of students' engagement with their studies, and compliance to the conditions of their Student Visa.

4. Principles

- 4.1. Several factors will be considered when assessing if a student is a "genuine" student as detailed below. Please note that this is not an exhaustive list and will not be appropriate in every case. Other issues that arise may be taken into consideration as well.
- 4.1.1. Immigration history
 - 4.1.2. Education history, study, and post-study plans
 - 4.1.3. Personal and financial circumstances
 - 4.1.4. The relevance of the programme being applied to.
 - 4.1.5. English Language ability
 - 4.1.6. Motivation to study at the University on the specified programme
 - 4.1.7. Credibility Interview Assessment
 - 4.1.8. Engagement with academic studies and with the University
 - 4.1.9. Proximity of UK address to campus of study
 - 4.1.10. Payment of Tuition Fees
- 4.2. Where the University's assessment of an application determines an applicant is not genuine in their intentions to study, the application will be rejected, or the offer of study withdrawn.
- 4.3. Where the University has been notified by UK Border Force or UKVI and concerns raised as to a student visa holder's genuine intentions or capability to study, the University will conduct an interview with the applicant in person to further assess the applicant's genuine intention to study and capability to study. The findings will be escalated to a University panel who will determine the outcome of the interview, and whether the applicant will be permitted to enrol. The panel will consist of two senior members of staff, the Director of Global Engagement or nominee and the Chief Marketing, Communications and Student Recruitment Officer or nominee.
- 4.4. Where concerns are raised about the English language level of a student on arrival at the university, prior to enrolment or post enrolment, the University will review the English language evidence submitted at application stage and conduct an interview in person to assess the student's English language capability. The findings will be escalated to the University panel who will determine the outcome of the interview, and whether the applicant will be permitted to enrol or, if post enrolment, whether the student is permitted to continue with their studies.
- 4.5. As a Student Sponsor Licence holder, the University is required to monitor the engagement of the student visa holders it sponsors. Data capture of in-person attendance at lectures and seminars is analysed weekly and any non-

compliance will be acted upon in accordance with the University's [International Student Engagement Monitoring Procedure](#). Students who fail to engage or fail to re-engage to a satisfactory standard following appropriate support interventions, will be withdrawn from their programmes of study and student visa sponsorship withdrawn.

5. Role and responsibilities of Applicant and Student:

- 5.1. To act with honesty and integrity and provide accurate information to the University at all stages, from application through to course completion.
- 5.2. The Applicant or Student must respond and engage in all reasonable requests of the University for meetings or further information made under this Policy. Failure to engage in any written request of the University to provide information or to attend an interview within 5 working days may result in the University reporting to the UKVI to withdraw sponsorship of the student.
- 5.3. As a student visa holder, the Applicant or Student must abide by all requirements as set out to them by the UKVI, UK Border Force and Cardiff Metropolitan University.

6. Related Policies and Procedures

- 6.1. This Policy should be read in conjunction with the:
 - 6.1.1. University [Student Visa Compliance Policy](#)
 - 6.1.2. University [International Student Engagement Monitoring Procedure](#)
 - 6.1.3. University [Admissions Policy](#)
 - 6.1.4. University [Policy on the Use of Fraudulent, False, Incorrect or Misleading Information to gain admission to the University](#)
 - 6.1.5. Home Office Student Sponsor Guidance [Document 2 – Sponsorship Duties](#).
 - 6.1.6. Home Office Immigration Rules [Appendix Student](#)
 - 6.1.7. Home Office [Case Worker Guidance](#)

7. Appeals Procedure

- 7.1. An applicant may appeal a decision to refuse a particular place on a programme within 7 working days following the date of the University's decision. An appeal under this policy is defined as 'a request for reconsideration of an admission decision and /or the outcome of an Intention to Study Assessment interview.
- 7.2. A student or former student may appeal a decision to withdraw them from their programme within 7 working days following the date of the University's decision. An appeal under this policy is defined as 'a request for reconsideration of an

immigration compliance decision and /or the outcome of an Intention to Study Assessment interview’.

8. Monitoring and Review

8.1. The policy will be reviewed and updated every three years unless legislative or regulatory changes necessitate earlier review.

8.2. The University reserves the right to revise its policies relating to compliance with its UKVI student sponsor duties at any time.