**Student Visa Compliance Checklist for New Programmes**

The initial consideration by the School and Faculty process for programme development **requires** that the programme team have consulted with Immigration Support Service (ISS) and that they have confirmed whether or not it is possible for international students’ requiring a visa to undertake this course.

Detailed guidance on requirements for work placements for Student Route visa holders is contained as Student Route (formerly Tier 4) Engagement Monitoring Policy at <https://www.qub.ac.uk/sites/iss/Filestore/Filetoupload,1178602,en.pdf> or by contacting ISS on [isscompliance@qub.ac.uk](mailto:isscompliance@qub.ac.uk).

The following checklist should be completed as part of the programme team’s discussion with ISS. (Please expand the boxes as required.)

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| --- | --- |
| What is the name of the programme? |  |
| Is the programme full-time? (Yes/No) |  |
| What is the duration of the programme? |  |
| Is the programme open to international recruitment? (Yes/No) |  |
| Is the programme fully delivered on Queen’s campus? (Yes/No) |  |
| If the programme is delivered at a location other than Queen’s campus, please provide the following details: | Yes/No/N/A |
| Name and address of the alternative location: |  |
| How long are students likely to be off campus? |  |
| What arrangements are in place for student support and engagement monitoring at the alternative location? |  |
| Are students required to travel between multiple institutions or campuses? | Yes/No/ N/A |
| If Yes:  What are the other institutions involved? |  |
| What are the locations involved? |  |
| How frequently will students travel between locations? |  |
| How will attendance and engagement be monitored during these periods? |  |
| Will any part of the programme be delivered online or via remote learning? (Yes/No) |  |
| If Yes:  What percentage of the programme will be delivered remotely? |  |
| How will engagement monitoring be managed for online components? |  |
| Does the programme include a placement element? (Yes/No) |  |
| If Yes:  Is the placement year-long, part-time, a module, optional, or compulsory? |  |
| Are there any restrictions on placements? (Yes/No) If yes, please list the restrictions. |  |
| Is the placement integral to the programme? (Yes/No) |  |
| How is the placement assessed? Briefly describe the assessment profile. |  |
| If the programme is delivered in “block mode,” how will attendance monitoring requirements be managed between “blocks”? - Briefly describe the attendance monitoring system in place. |  |
| Is the school able to monitor students’ engagement as per the Student Route (formerly Tier 4) Engagement Monitoring Policy? (Yes/No) |  |
| Are there any periods where students will not be engaged in study, placement, or monitored activities (e.g., extended breaks, research fieldwork)? (Yes/No)  If Yes, please provide details. |  |
| Are there any specific immigration or compliance risks associated with this programme? (Yes/No)  If Yes, please provide details and proposed mitigations. |  |
| Are there specific travel arrangements or requirements for students as part of the programme (e.g., field trips, study abroad)? (Yes/No)  If Yes: Provide details of travel locations and durations. |  |
| Please provide ISS with a copy of the programme/course specification.  The Programme Specification provided (Yes/No) |  |

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