

UK Visa and Immigration Assurance Board

1. Constitution

- 1.1 The Vice-Chancellor has established a Committee known as the UK Visa and Immigration Assurance Board (UKVIB), which reports to the Vice-Chancellor's Group (VCG).

2. Scope

- 2.1 UKVIB maintains oversight of the risks related to the University's student and staff visa sponsor licence.

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- Chief Operating Officer (*Chair*)
- University Secretary
- Associate Director, Global Greenwich
- Director of International Pathways
- Assistant Director of Student and Academic Services (Registry)
- Head of Visa Compliance
- Student Visa Compliance Manager
- Senior International Operations Manager
- Head of HR Services
- General Counsel

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Board may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

The Board is authorised by the Vice Chancellor to approve the following:

- 5.1 Operational decisions related to the University's Tier 4 Sponsor Licence. Any decisions which have implications for the University's strategy to be referred to VCG;
- 5.2 Regularly review the University's UKVI risk register. Approve action plans to mitigate risks, escalating risks to VCG where appropriate; and
- 5.3 Good practice and procedures, ensuring adherence to legal and regulatory requirements and best practice.

6. Other Duties

The other duties of the Board shall be to:

- 6.1 Ensure operational controls are in place to manage the University's sponsor obligations;
- 6.2 Monitor the University's performance against the Basic Compliance Assessment;
- 6.3 Ensure good communication on UK Visa and Immigration issues with the Faculties and the relevant Professional Services;
- 6.4 Review and develop regulations and policies in respect of UK Visa and Immigration compliance. Ensure adherence to legal and regulatory requirements and best practice. Make recommendations to VCG for approval;
- 6.5 Regularly scan the HE sector and other organisations for trends, issues, best practice and innovation, which are worth considering for implementation;
- 6.6 Provide a forum for sharing information and good practice;
- 6.7 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Board's business

7. Standing Orders

- 7.1 The Board must adhere to the [Standing Orders](#) for Academic and Executive Committees.

March 2023

Document owner: University Secretary