

# **Recruitment & Immigration Update – November 2015**

## **1. Move to Greenwich House**

A reminder for departments/institutions that a number of teams in the UAS will be moving to Greenwich House at the end of the 2015 calendar year, including the Recruitment Administration and the Compliance teams.

The move will take place over the Christmas break and we expect to be fully operational within Greenwich House upon our return on **4 January 2016**. Please note the following address change for any documentation being posted to either the HR New Appointment Team, the HR Amendment Team or the Compliance Team from this date:

Greenwich House  
Madingley Road  
Cambridge  
CB3 0TX

**All telephone numbers and e-mail addresses will remain the same.**

## **2. New Visitor right to work policy**

On 1 October 2015, the HR Division launched a new visitor right to work policy. This policy applies to **all** departments/institutions within the University and provides a framework which will help departments determine in what circumstances a visitor to the University will be required to undertake a right to work check.

Primarily due to the overhaul of the visitor visas rules that occurred in April this year (among other factors), we are now able to move to a less risk-averse stance with regard to undertaking checks for unpaid short-term visitors.

The policy contains a thorough examination of the legislative requirements of right to work checks and how these apply to visitors to the University. The following is a summary of the practice which should be followed:

- Any unpaid visitor coming to the University for **30 days or fewer** in a six month period will not be required to undertake a right to work check. This includes individuals who will receive expenses payments only but not those who receive any other form of payment.
- Unpaid visitors coming for **more than 30 days** must undergo a right to work check.
- Paid visitors/workers will require a right to work check unless they can be classed as 'self-employed (light touch)' under UPS 1 guidelines, in which case a right to work check is not required.
- Right to work checks must continue to be undertaken for all Tier 5 visitors.

A full version of the policy will be made available shortly on the HR webpages.

## **3. Workers Agreements**

A reminder for departments/institutions that where a student is engaged for a short period of paid work, and if they are not a contracted employee or engaged through TES, then a [Workers Agreement](#) **must** be issued to the student. A copy of the agreement must also be placed on the local personal file.

This is particularly important for students holding a Tier 4 visa to ensure continued compliance with the Immigration Rules

#### **4. Update on recent changes to the Immigration Rules**

The Immigration Rules were recently subject to some minor revisions, the majority of which have no bearing on the University.

One relevant change is that with immediate effect, students holding a Tier 4 visa who attend a further education College or a private school are no longer permitted to work in the UK. Historically, the types of students the University employs are always higher education students. We can confirm that this rule change has **no impact** on Tier 4 higher education students' ability to work in the UK (which relates to all Tier 4 students attending a UK University).

The HR35 (which must accompany all Tier 4 right to work checks for new appointments) has been updated to reflect this change and ensure that we do not unwittingly appoint a Tier 4 student who is not permitted to work.

#### **5. Right to Work checks**

Please can we request that all departments/institutions refresh themselves on the process for undertaking a right to work check, whether they are employees, workers or visitors (if applicable under the new policy).

Full guidance on the process can found on our webpages here:

<http://www.hr.admin.cam.ac.uk/recruitment/stage-4b-pre-employment-checks/right-work/what-check-and-copy>

**If you have any questions about the content of this update, please contact Graeme Ross, Immigration and Compliance Manager via [graeme.ross@admin.cam.ac.uk](mailto:graeme.ross@admin.cam.ac.uk).**