

**Research Degrees Programme**

**STUDENT ROUTE VISA HOLDER - RESPONSIBILITIES**

**Student Name:**

**Student Personal Identifier:**

**OU Faculty of registration:***(OU directly supported student only)*

**Supervisors’ Names:**

**Date:**

## Purpose of the Agreement

The purpose of this agreement is to ensure that the above-named student is aware of their responsibilities to The Open University as the sponsor for their Student Route visa.

This agreement serves as the ground rules that enable both the above-named student and The Open University to ensure that they comply with the requirements of the UK Visas and Immigration agency (UKVI).

## Responsibilities

* The **Research Degrees Team**, working with the Faculty (in respect of OU directly supported students), will retain responsibility for ensuring that the following information is kept:
* Up to date copies of your passport and visas
* Contact details
* Confirmation of attendance and engagement
* In addition, the **Research Degrees Team** will:
* Provide the above-named student, and, if applicable, with notification of any changes in UKVI policy that will have an impact on the terms of their visa
* The above-named student will be responsible for ensuring that:
* They provide the Research Degrees Team with up to date copies of their passport and visa.
* They inform the Research Degrees Team of any changes to their visa status
* They provide all current contact details – in a situation where they change residential address and/or study location, they must ensure that the Research Degrees Team is informed immediately.
* They complete and submit the Annual Leave / Authorised Absence forms as appropriate on any occasion where they will be absent from their normal place of study and reporting to the Research Degrees Team upon return to the UK providing a valid passport showing recent activity.
* They must ensure that all points of contact as determined by The Open University are met.[[1]](#footnote-1) .
* They must comply with the annual Student Route Holder Visa document check undertaken by the Research Degrees Team (OU directly supported students).

**Current UK contact details**

**Residential address:**

**Mobile telephone number:**

**Next of Kin contact details**

**Name:**

**Relationship to student:**

**Email address:**

**Contact telephone number:**

I, the above-named student, confirm that the information given is correct. I understand that should I fail to comply with any of the requirements set out above the Open University may withdraw its sponsorship of my Student Route Holder visa.

**Student signature:** ………………………………..

**Date:** ……………………………………….

1. Currently the requirements of The Open University are that you submit a monthly report outlining your attendance and engagement to your supervisor (OU directly supported students), A monitoring attendance template entitled ‘**Monthly attendance monitoring for student route students’** is available on [Graduate School Network](http://www.open.ac.uk/students/research/content/forms-and-guidance). Attendance requirements may change in response to UKVI or University policy, but you will be advised accordingly [↑](#footnote-ref-1)