**Learning and Teaching Committee**

**Subject:** Preparing a Confirmation of Acceptance for Studies (CAS) for Students Admitted onto an English Language Pre-sessional Course

**Origin**: Wendy Ferguson, Admissions Office

**Summary**: This paper summarises the procedure the University follows in relation to the issuing of Confirmation of Acceptance of Studies (CAS) for non EU students who are being admitted to an English language pre-sessional course.

**Action Required:**  Learning and Teaching Committee is asked to confirm its approval for the procedure.

**Background**: The UK Border Agency (UKBA) Tier 4 Sponsor Guidance (Version 07/12) requires that students admitted to a pre-sessional course should be issued a CAS according to the following guidelines:

* An HEI that has made an unconditional offer to a Tier 4 (General) student for a main course of study, where the student is also taking a pre-sessional course no longer than three months, may issue a single CAS to cover both the pre-sessional course and the degree, provided that the main course starts no later than one month after the end of the pre-sessional course.
* Students admitted to a pre-sessional course must submit an English language qualification from the UKBA’s list of recognised qualifications (SELT).
* To be accepted unconditionally onto a degree level course, the student must submit a SELT that meets Level B2 on the Common European Framework Reference for Languages (CEFR) in all four components (Speaking, Listening, Reading, Writing).
* To be accepted unconditionally onto a pre-sessional course only, the student must submit a SELT that meets Level B1 on the Common European Framework Reference for Languages (CEFR) in all four components (Speaking, Listening, Reading, Writing).
* HEIs may not issue a single CAS to cover both the pre-sessional course and the degree if the student’s main course of study is conditional on them completing or undertaking a pre-sessional course.
* In these cases, the HEI must issue one CAS for the pre-sessional course and a second for the main course once the student has completed the pre-sessional course and the offer for the main course is no longer conditional. Students must make two separate applications for permission to come or stay in the UK – one for the pre-sessional course and one for the main course.

**Loughborough University Procedure on assigning a CAS for a student admitted to a pre-sessional course**

There are a number of different scenarios for students admitted to an English language pre-sessional course:

* If a student has a SELT at or above CEFR B1, but below B2, and has not met the academic conditions of their offer in full, they cannot be unconditionally accepted. They will therefore be issued with a CAS to cover the English language pre-sessional study skills course, and a further CAS to cover their degree course once they have:
	+ Provided evidence that they have met the full conditions of their offer
	+ Finished the English language pre-sessional course and been assessed as having English language competency at or above CEFR B2
* If a student has a SELT at or above CEFR B1, but below B2, and has met the academic conditions of their offer in full, they cannot be unconditionally accepted because their English language is not at B2. They will be issued with a CAS to cover the English language pre-sessional study skills course, and a further CAS to cover their degree course once they have:
	+ Finished the English language pre-sessional course and been assessed as having English language competency at or above CEFR B2
* If a student has a SELT at or above CEFR B2 but has not met the academic conditions of their offer in full, they cannot be unconditionally accepted. They will be issued with a CAS to cover the English language pre-sessional study skills course, and a further CAS to cover their degree course once they have:
	+ Provided evidence that they have met the full conditions of their offer
* If a student has a SELT at or above CEFR B2 and has met the academic conditions of their offer in full, they will be unconditionally accepted to the University and issued with a single CAS to cover the English language pre-sessional study skills course and their degree course.

No student will be admitted onto an English language pre-sessional study skills course unless they can provide a SELT at or above CEFR B1 in all four components.

Students take a mandatory end of pre-sessional course assessment which comprises components testing speaking, listening, reading and writing skills.  When the results of these tests are available, the English Language Support Service liaises with the relevant Admissions Office to confirm whether students who were previously at CEFR level B1 have been assessed at level B2 before a new CAS can be issued.

**Changes to UKBA Sponsor Guidance**

The University will review the above procedure as and when updates to the Tier 4 Policy and Sponsor Guidance are issued by the UKBA, and will amend its practice if required.

Prepared: 30/11/2012