

Tier Four Census for Attendance Confirmation

This document outlines the requirement to attend Census Points for students holding Tier Four visas.

1. What is the Tier Four Census?

In order to meet the statutory duties of its Tier Four Licence and Highly Trusted Sponsor Status, and to ensure that the visa statuses of its sponsored students are protected, the University of Edinburgh has implemented 'Census Points' throughout the academic year at which all sponsored students are required to attend in person with relevant documentation (see below). These Census points, managed centrally by the University's Registry, work to ensure that all sponsored students are attending and provide an opportunity to ensure the information that the University holds relating to passport and visa information is up to date and accurate. These Census points are additional to, and independent of, any attendance/engagement monitoring that may be in place within schools and/or colleges.

The Census is an important part of the University's fulfilment of its responsibilities as a Tier Four licence-holder and as a Highly Trusted Sponsor. Please see Section 9 for more details.

2. Who needs to present at the Census?

- 2.1 All students who are studying at the University of Edinburgh on a Tier Four student visa are expected to attend the Census.
- 2.2 It is not necessary for students who are studying at the University of Edinburgh on a non-Tier Four visa to attend the Census.
- 2.3 It is not necessary for students who have officially completed their programmes of study to attend the Census.

3. What do students need to do to confirm their attendance?

- 3.1 Firstly, students must ensure that they are fully matriculated for the session in order to confirm their attendance at the University. Having attendance confirmed by Schools/Colleges is a part of the University's usual matriculation process and students will be contacted by the relevant School/College regarding this. Students who have not had their attendance confirmed by their School within five weeks of their start date will be deemed to be 'not in attendance' and will be withdrawn from their studies and the UKBA informed; this will result in the student's visa being invalidated by the UKBA.
- 3.2 On an on-going basis, students must ensure that the contact details held by the University are kept up-to-date in order to meet UKBA regulations
- 3.3 When required, students must attend the relevant Census points in order to confirm their on-going attendance. Undergraduate students are required to attend Census points 1 and 2 (see below) while Postgraduate students are required to attend Census points 1, 2 and 3 (see below).

4. What documentation should I bring when attending the Census?

- 4.1 University of Edinburgh Student Card (it will not be possible to confirm attendance without this)
- 4.2 Current passport and visa (or copies if originals are unavailable)
- 4.3 Identity card for Foreign Nationals/Biometric Card (if you have one)

5. Where and when can I confirm my attendance?

5.1 Students should present, in person, to one of the following venues at the times/dates shown.

5.2 Please note that the third Census Point is for postgraduates only.

Census Point 1: 22 nd – 26 th October 2012			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	22 nd – 26 th October 2012	9.30am – 4.30pm
King's Buildings	Student Information Point James Clark Maxwell Building	23 rd and 25 th October 2012	10.00am – 4.00pm
Easter Bush	Room 1.24	26 th October 2012	10.00am – 4.00pm

Census Point 2: 11 th – 15 th February 2013			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	11 th – 15 th February 2013	9.30am - 4.30pm
King's Buildings	Student Information Point James Clark Maxwell Building	12 th and 14 th February 2013	10.00am - 4.00pm
Little France	Seminar Room 5	13 th February 2013	10.00am – 4.00pm
Easter Bush	Room 1.24	15 th February 2013	10.00am – 4.00pm

Census Point 3: 22 nd – 26 th July 2013 (Postgraduates only)			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	22 nd – 26 th July 2013	9.30am – 4.30pm
King's Buildings	Student Information Point James Clark Maxwell Building	23 rd and 25 th July 2013	10.00am – 4.00pm
Little France	Seminar Room 2	24 th July 2013	10.00am - 4.00pm
Easter Bush	Room 1.24	26 th July 2013	10.00am – 4.00pm

Maps to locations:

Old College, South Bridge
 JCMB Building, King's Buildings
 Chancellor's Buildings, Little France
 Easter Bush

<http://www.ed.ac.uk/maps/buildings/old-college>
<http://www.ed.ac.uk/maps/buildings/james-clerk-maxwell-building>
<http://www.ed.ac.uk/maps/buildings/chancellors-building>
<http://www.ed.ac.uk/maps/?building=dick-vet-easter-bush>

6. What will happen at the Census and how long will it take to complete the process?

- 6.1 Registry staff will check the passport and visa of a student against the University's records; should the documents provided be different from the information held by the University then copies of these documents will be taken. Attendance will be confirmed by scanning the Student Card.
- 6.2 The process of having your documents checked and attendance confirmed should take no longer than five minutes although large numbers of students at any particular location may result in there being a delay in staff being able to help you.

7. What should I do if I am unable to attend?

- 7.1 If a student cannot attend in person due to a valid reason then they should contact kate.monroe@ed.ac.uk to inform that they will be absent and of the reason for absence.
- 7.2 Valid reasons include: illness, placement, field studies, year abroad, research work out of Edinburgh or any other reason related to their programme of study.
- 7.3 It will be expected that students who cannot attend due to a valid reason arrange to report in person to Academic Registry, Old College, upon their return to studies on campus. This can be arranged by emailing kate.monroe@ed.ac.uk.
- 7.4 Students who away from Edinburgh for the purposes of study must have had this approved by their School and reported as being a Leave of Absence on their student record.
- 7.5 Students who are on an interruption of studies, and so who have suspended their studies for a period of time, are not expected to attend during their period of interruption and so will not be expected to attend any Census point within this period.

8. What will happen if I fail to attend?

- 8.1 If a student does not attend the Census as expected then they will be deemed to be 'not in attendance'
- 8.2 Any student identified as being 'not in attendance' will be formally withdrawn from their studies at the University of Edinburgh. For more information about withdrawal from studies please see: <http://www.docs.sasg.ed.ac.uk/AcademicServices/regulations/Introdocs/Pol/ProcedureWithdrawalExclusionStudies.pdf>.
- 8.3 Any student identified as being 'not in attendance' will be reported to the UKBA and the University's sponsorship of that person will therefore be withdrawn.
- 8.4 Any student who is deemed to not be in attendance and withdrawn from studies will be sent a letter and email to both their home and University addresses to advise them of the action that has been taken.

9. Why is this so important?

The University of Edinburgh is a licenced Tier Four Sponsor, and is so permitted to recruit and sponsor International students requiring a Tier Four visa to enter the UK for the purpose of study. The University becomes the 'Sponsor' for a student when a visa letter or Confirmation of Acceptance of Studies (CAS) is issued to a student for use in a visa application; then becoming legally responsible for the continued migration of that student for the duration of their studies.

The University, under the conditions of its Tier Four Licence and due to its status as a 'Highly Trusted Sponsor', has a number of statutory responsibilities relating to its sponsored students; including a duty to monitor the engagement/attendance of such students and to report to the UK Border Agency (UKBA) any student who fails to engage/attend as expected. In the event of the University being found not to be complying with these conditions, the UKBA are entitled to withdraw the licence and HTS

status of the University; effectively revoking its permissions to recruit and sponsor International students. The revocation of an institution's licence could also result in those students already sponsored by that institution having their visas for study curtailed and being asked to leave the UK.

10. Further information

For further information about Tier Four of the Points-Based System please see the following webpages:

UK Border Agency:

<http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/>

University of Edinburgh International Student Advisory team:

<http://www.ed.ac.uk/schools-departments/international-office/immigration>

Should you have any questions not answered by the information above please contact Kate Monroe on kate.monroe@ed.ac.uk.

Academic Registry
Old College
South Bridge
The University of Edinburgh
Tele: 0131 650 2845