



THE UNIVERSITY
of EDINBURGH

Continuing students

Tier Four Census for Attendance Confirmation

Academic year 2013/2014

This document outlines the requirement to attend Census Points throughout the academic year 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 programme of study to attend the Census.

3. What do I need to do to confirm my 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confirmed by their School within five weeks of their start date will be deemed to be 'not in attendance' and will be withdrawn from their studies and the UKBA informed; this will result in the student's visa being invalidated by the UKBA.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?

- 1.1 University of Edinburgh Student Card (it will not be possible to confirm attendance without this)
- 1.2 Current passport and visa (or copies if originals are unavailable)
- 1.3 Identity card for Foreign Nationals/Biometric Card (if your visa was provided to you in this format)

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 postgraduate students only

Census point 1: 21 st – 25 th October 2013			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	21 st – 25 th October 2013	9.00am – 6.00pm
King's Buildings	KB Centre Concourse	22 nd and 24 th October 2013	10.00am – 4.00pm
Easter Bush	Tutorial Room 1.25, NVS	25 th October 2013	11.00am to 3.00pm
Little France	Seminar Room 5, Chancellor's Building	25 th October 2013	11.00am to 3.00pm

Census point 2: 10 th – 14 th February 2014			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	10 th – 14 th February 2014	9.00am – 6.00pm
King's Buildings	KB Centre Concourse	11 th and 13 th February 2014	10.00am – 4.00pm
Easter Bush	Tutorial Room 1.25, NVS	14 th February 2014	11.00am to 3.00pm
Little France	Seminar Room 5, Chancellor's Building	14 th February 2014	11.00am to 3.00pm

Census point 3: 21 st – 25 th July 2014 (postgraduate students only)			
Location	Room	Dates	Times
Old College, South Bridge	Academic Registry	21 st – 25 th July 2014	9.00am – 6.00pm
King's Buildings	KB Centre Concourse	22 nd and 24 th July 2014	10.00am – 4.00pm
Easter Bush	Tutorial Room 1.25, NVS	25 th July 2014	11.00am to 3.00pm
Little France	Seminar Room 5, Chancellor's Building	25 th July 2014	11.00am to 3.00pm

Maps to locations:

Old College, South Bridge

<http://www.ed.ac.uk/maps/buildings/old-college>

JCMB Building, King's Buildings

<http://www.ed.ac.uk/maps/buildings/james-clerk-maxwell-building>

Chancellor's Buildings, Little France

<http://www.ed.ac.uk/maps/buildings/chancellors-building>

Easter Bush

<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 registryukba@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 the Tier Four Census?

- 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 Immigration System please see the following webpages:

- Home Office: <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 webpages above please contact Kate Monroe at kate.monroe@ed.ac.uk.

**Academic Registry
Old College
South Bridge
The University of Edinburgh
EH8 9YL**