

Tier 4 Visa Attendance Monitoring Census

Only Applicable to Students holding a Tier 4 student visa

From the start of Academic Session 2011/12 the University is introducing census points within the session in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the UKBA statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

The introduction of a census of Tier 4 students will operate in tandem with the existing attendance monitoring processes. Schools will continue to identify and report, as not attending, any student missing 10 contact points which can include exams, tutorials, lectures, labs, essay submissions etc.

1. What are Tier 4 students required to do?

1.1 Students must ensure that they are fully matriculated for the session as this is taken as the first point to confirm their attendance at the University. Having attendance confirmed by the relevant School/College is part of the University’s usual matriculation process, and students will be contacted by Schools/Colleges regarding this. Students not having their attendance confirmed by Schools/Colleges within 5 weeks of their start date will be deemed to be “not in attendance” and will be withdrawn from their studies and reported to the UKBA as having either “failed to commence studies” or “discontinued studies”. The University will withdraw sponsorship of the student’s Tier 4 visa and the student’s visa will therefore be invalidated. If the student has more than 6 months left on their visa they will have to leave the UK within 60 days.

Further information regarding matriculation:

- www.ed.ac.uk/schools-departments/registry/matric
- www.ed.ac.uk/schools-departments/registry/matric/passports

1.2 In addition, **Undergraduates** MUST report in person to one of the designated venues (listed below) during week 6 of Semester 1 (24-28 October 2011) and week 5 of Semester 2 (13-17 February 2012) to have their attendance confirmed again.

1.3 In addition, **Postgraduates** MUST report in person to one of the designated venues (listed below) during week 6 of Semester 1 (24-28 October 2011) and week 5 of Semester 2 (13-17 February 2012) and during the summer (23-27 July 2012) to have their attendance confirmed again.

2. Where and when are Tier 4 Students to report in person?

Students must report, in person, to have their attendance recorded at one of the following venues in Semester 1 (during week 6, 24-28 October 2011) and Semester 2 (during week 5, 13-17 February) and during 23-27 July 2012 (if Postgraduate). You cannot have your attendance recorded prior to these dates only during these periods.

Students can attend at any venue at any time at each census point shown below.

Census Point 1: 2011/12 Semester 1 Week 6 (24-28 October 2011)

Venue	Opening Times	
Academic Registry, Old College	24,25,26,27,28 October 2011	9.30am- 4.30pm
King’s Buildings, Room 6324, James Clark Maxwell Building	27 October 2011 and 28 October 2011	10am - 4pm
Little France, Chancellor’s Building, Postgraduate Lounge, Ground Floor.	25 October 2011	10am - 4pm
Easter Bush Room 1.24	26 October 2011	11am - 2pm

Census Point 2: 2011/12 Semester 2 Week 5 (13-17 February 2012)

Venue	Opening Times	
Academic Registry, Old College	13,14,15,16,17 February 2012	9.30 - 4.30pm
King’s Buildings, Room 6203 James Clark Maxwell Building	13 February 2012 and 16 February 2012	10am - 4pm
Little France, Chancellor’s Building Board Room, 2 nd Floor, or Common Room, Ground Floor (to be confirmed)	14 Feb 2012	10am - 4pm
Easter Bush 1.24	15 Feb 2012	11am - 2pm

Census Point 3: 2011/12 Postgraduates only: 23-27 July 2012

Venue	Opening Times

Academic Registry, Old College	23,24,25,26,27 July 2012	9.30 - 4.30pm
King's Buildings, Lecture Room A, Peter Wilson Building	25 and 27 July 2012	10am - 4pm

Locations:

Old College www.ed.ac.uk/maps/buildings/old-college

James Clerk Maxwell Building www.ed.ac.uk/maps/buildings/james-clerk-maxwell-building

Peter Wilson Building www.ed.ac.uk/maps/buildings/peter-wilson-building

Little France, Chancellor's Building www.ed.ac.uk/maps/buildings/chancellors-building

Easter Bush www.ed.ac.uk/maps/buildings/dick-vet-easter-bush

3. What do students need to take with them?

- 3.1 University of Edinburgh Student Card (attendance will not be confirmed without a card)
- 3.2 Passport and Visa (or a copies if the originals are not available). If you do not have your passport because you are currently applying for a new visa please bring relevant documentation as proof of your application for a new visa.
- 3.3 Biometric Card (if they have one)

4. What happens if a student doesn't attend?

- 4.1 Students not attending at the above times will be deemed to be "not in attendance".
- 4.2 The student's School will be contacted and the usual processes for investigating non attendance will be carried out.
- 4.3 Those students identified as "not in attendance" will be formally withdrawn from their studies. The University will report to the UKBA that the student has discontinued their studies and that the University ceases to sponsor the student's Tier 4 visa. As such the Tier 4 visa is invalidated and the student will be told that they are no longer entitled to remain in the UK and if they have more than 6 months left on their visa they must leave the UK within 60 days (www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/changes/#).

5. What if students cannot attend?

5.1 If a student cannot attend in person due to a valid reason which includes: illness; placement; field studies; on year abroad; research work; or any other reason connected to their programme of study, they must email Academic Registry (registry@ed.ac.uk) to inform us of their absence and their inability to attend in person. In the case of illness the student must provide a copy of a medical certificate. Reasons other than that outlined above are not regarded as valid reasons for non-attendance.

Students in this position should report in person to Academic Registry, Old College as soon as possible after they return to studies on campus.

5.2 Students who are recorded as interrupting their studies are not expected to attend during their period of interruption. It is important that Tier 4 students who have interrupted their studies check that their period of interruption is accurately recorded on MyED.

6. Communication

6.1 All students with an INEEA (International Non European Economic Area) nationality recorded on their student record (MyED) will be emailed (UoE email and personal email, if recorded) by Registry in advance of each census. Only those with a Tier 4 visa are required to attend a census point.

6.2 Any student who is deemed not in attendance and withdrawn from studies will be emailed and written to at their semester address to advise them of this.

7. Further information

For more information on Tier 4 visas:

www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/

www.ed.ac.uk/schools-departments/international-office/immigration/new-students/visa-requirements

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