

STAFF GUIDANCE

Attendance Monitoring Census

Information concerning Students with 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 its UK Border Agency (UKBA) statutory requirements as 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 should continue to identify and report to Registry, when necessary, any student identified as missing 10 contact points.

1. What are Tier 4 students required to do?

1.1 Matriculate.

Ensure they are fully matriculated for the academic session as this is taken as the first point to confirm their attendance at the University.

For New Tier 4 students matriculation consists of:

- 1) Registration (Registry). This is done by either post or email. **There is no requirement for INEEA or Tier 4 students to report in person to Registry to register.**
- 2) Submitting a copy of passport and visa (Registry). A student will not be registered until this is supplied by student. Copies can be submitted either by mail or email. **There is no requirement for INEEA or Tier 4 students to show Registry their passports in person.**
- 3) attendance confirmation (Schools/Colleges) and if relevant,
- 4) fulfilling any admission criteria if prescribed by your College ("fully admitted") (Schools/Colleges).

For continuing students, matriculation consists entirely of having attendance confirmed by Schools/Colleges.

1.2 Have Attendance Confirmed as part of Matriculation.

Having attendance confirmed is part of the University's usual matriculation process and is carried out by Schools/Colleges. New students not having their attendance confirmed by Schools/Colleges within 5 weeks of their start date will be deemed "not in attendance" and will be withdrawn from their studies and reported to the UKBA as having either "failed to commence studies" or "discontinued their studies".

1.3 Report in person during Census Period.

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

In addition, **Postgraduates** must also report in person to one of the designated venues during week 6 of Semester 1 (24-28 October 2011) **and** during 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 presence 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). Students can report at any venue and at anytime as shown.

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, JCMB	27 October 2011 and 28 October 2011	10am-4pm
Little France, Chancellor's Building, Common Room, 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	9.30am-4.30pm
King's Buildings, Room 6203 JCMB	13 February 2012 and 16 February 2012	10am-4pm
Little France, to be confirmed: Chancellor's Building Board Room, 2 nd Floor, or Common Room, Ground Floor	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

3. What do students need to take with them?

- 3.1 University of Edinburgh Student Card
- 3.2 Current Passport and 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 Schools will be contacted as soon as possible after the relevant census period with a list of non-attendees (it is intended to contact schools in the week after each census week: see summary of key dates) and the usual processes for verifying non attendance should be carried out as they would be if the student had missed 10 contact points. Under UKBA rules, from the point they are informed by Registry, Schools have 10 working days to then investigate the non attendance.

4.3 If the student is actually present on campus they must report in person, within these 10 working days, to the School so the School can then verify to Registry that they are in attendance. Schools must confirm the student is present by emailing craig.shearer@ed.ac.uk with the relevant details including the date when the school saw the student and the reason for the original non attendance during the census period.

4.4 If Registry is not informed of a student's attendance at the School within the 10 working days the student will be automatically withdrawn from their studies and their non-attendance reported to the UKBA. Once the list of those not attending the census point is issued to Schools for investigation Registry will not chase up feedback to these lists but will act to withdraw students from their studies after 10 working days have elapsed.

4.5 This non-attendance process subsequent to the census points is not publicised to students as we require them to report in person at the census points and not believe they need not attend and rely on Schools to chase them up afterwards.

4.6 Those students whose attendance cannot be confirmed within 10 working days of Registry informing the School will be formally withdrawn from their studies and the University. 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 is no longer entitled to remain in the UK. Registry will provide a list of the students who have been reported.

Registry will also communicate this via email and letter to all the students concerned and highlight the UKBA rule concerning leaving the UKBA within 60 days if more than 6 month remains on their visa.

5. What if students cannot attend:

5.1 If a student cannot attend in person due to illness, placement, field studies, research work etc 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 medical certificate.

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 interruptions are properly approved and recorded by Schools/Colleges. It is also important that Tier 4 students who have interrupted their studies check that their period of interruption is accurately recorded on MyED.

6. Communication with Tier 4 students

6.1 All students with an INEEA (International Non European Economic Area) nationality recorded on EUCLID will be emailed (UoE email and personal email, if recorded) and written to at their semester address by Registry in advance of each census (see summary of key dates for when email/letters will be sent).

6.2 The communications prior to the Semester 2 census point will also include information regarding students who fail to progress and leave their programme of study early with an exit award e.g. Postgraduate Certificate or Diploma. This information will highlight the UKBA rule that students must leave the UK within 60 days of their exit being officially being communicated to them (this is taken as the date the exit award is displayed on MyED).

6.3 Not all INEEA will be required to attend, (it will be emphasised that this is only applicable to Tier 4), just those with a Tier 4 visa however to be confident in contacting all Tier 4 students Registry will be communicating the message to all INEEA.

7. Summary of key dates for Academic Session 2011/12

19 September 2011	Academic Session commences (week1)
03 October 2011	Communication to all INEEA students re: Census
w.c. 03 October 2011	New students deemed to have "failed to commence" if attendance not confirmed by Schools as part of matriculation.
w.c. 24 October 2011	Census Continuing students deemed to have "discontinued studies" if attendance not confirmed by Schools
w.c. 31 October 2011	Non attendance at census reported to Schools
w.c. 14 November 2011	If attendance is not confirmed by Schools within 10 working days of receiving report from Registry student is deemed to have "discontinued studies", withdrawn, reported to UKBA and sponsorship withdrawn.
23 January 2012	Communication to all INEEA students re: Census and visa implications for students exiting early from programme.
w.c. 13 February 2012	Census
w.c. 20 February 2012	Non attendance at census reported to Schools
w.c. 05 March 2012	If attendance is not confirmed by Schools within 10 working days of receiving report from Registry student is deemed to have "discontinued studies", withdrawn, reported to UKBA and sponsorship withdrawn.
09 July 2012	Communication to all INEEA Postgraduate students re: Census
w.c. 23 July 2012	Census (Postgraduate only)
w.c. 30 July 2012	Non attendance at census reported to Schools
w.c. 13 July 2012	If attendance is not confirmed by Schools within 10 working days of receiving report from Registry student is deemed to have "discontinued studies", withdrawn, reported to UKBA and sponsorship withdrawn.

8. Queries

Queries can be addressed to craig.shearer@ed.ac.uk