

# Tier 4 Student Attendance and Engagement Policy



THE UNIVERSITY  
of EDINBURGH

## Purpose of Policy

The University is a sponsor of international students within the UK immigration system (known as 'Tier 4' students) and is required to evidence Tier 4 student attendance and engagement. The University is required to demonstrate that sponsored students are attending and engaging in their programme of study and that there are active procedures in place to identify and address attendance/engagement patterns of concern.

The policy also supports the improvement of the overall student experience by identifying where students may be experiencing difficulties and ensuring timely intervention and appropriate support. This policy outlines how the University will do this.

## Overview

As a sponsor of Tier 4 international students within the UK immigration system, the University is required to evidence robust process and systems that demonstrate oversight of Tier 4 students' attendance and engagement with their programme of study.

The University is subject to audit visits and data requests by UK Home Office Visas and Immigration officials. If the Home Office were to conclude that attendance and engagement monitoring was not being implemented as required, the University may face either a suspension or revocation of its Home Office Tier 4 Sponsor licence and Highly Trusted Sponsor Status. Aside from the significant financial and reputational damage this could cause, it would place the immigration status of all Tier 4 students at the University of Edinburgh at risk and would also likely impact upon all sponsored skilled workers working at the University. One of the key areas used to assess sponsor performance is management of student attendance and engagement.

UK Visa and Immigration Sponsor duties relating to this area are detailed in the Tier 4 Sponsor Guidance in the following documents:

1. Applying for or renewing a Tier 4 sponsor licence.
2. Assigning "Confirmation of Acceptance for Studies" and sponsoring students.
3. "Sponsors' duties and compliance".

<https://www.gov.uk/government/publications/sponsor-a-tier-4-student-guidance-for-educators>

## Scope: Mandatory Policy

This policy applies to **all** Tier 4 international students attending the University of Edinburgh. The policy applies to on-campus students, those who are registered as writing up their thesis, and those students who are on "study away" from the University or are on "Leave of Absence".

The policy will be implemented by School Administrators/Directors of Professional Services across the University and Student Administration, and supported by Colleges, Student Systems and Edinburgh Global.

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|------------------------|----------------|--|---------------|
| <b>Contact Officer</b> | Euan Fergusson | <a href="mailto:Euan.Fergusson@ed.ac.uk">Euan.Fergusson@ed.ac.uk</a> | 0131 650 3476 |
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## Document control

| Dates   | Approved:  | Starts:  | Equality impact assessment: | Amendments: | Next Review: |
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| <b>Consultation undertaken</b>                                    | Curriculum and Student Progression Committee (CSPC) and representatives from Colleges, Schools and Support Units.  |          |                             |             |              |
| <b>Section responsible for policy maintenance &amp; review</b>    | Edinburgh Global   |          |                             |             |              |
| <b>Related policies, procedures, guidelines &amp; regulations</b> | United Kingdom immigration rules and related statutory instruments and secondary legislation<br>Tier 4 Sponsor Guidance<br>Procedure for Withdrawal and Exclusion from Studies<br>Code of Practice for Supervisors and Research Students |          |                             |             |              |
| <b>UK Quality Code</b>  | Not applicable   |          |                             |             |              |
| <b>Policies superseded by this policy</b>                         | Version of this policy dated 28.08.15  |          |                             |             |              |
| <b>Alternative format</b>   | If you require this document in an alternative format please email <a href="mailto:Academic.Services@ed.ac.uk">Academic.Services@ed.ac.uk</a> or telephone 0131 650 2138.  |          |                             |             |              |
| <b>Keywords</b>   | Tier 4, attendance, engagement   |          |                             |             |              |

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1. Schools or Colleges are responsible for maintaining records in relation to this policy for all Tier 4 students on each of their programmes.
2. Each College is responsible for developing a handbook, setting out the procedures that their Schools will adopt to implement this policy, and for subsequently overseeing Schools' implementation.
3. Each School is responsible for developing an annual School Engagement Monitoring Plan which must include the definitions of engagement points and the pattern of engagement and attendance points throughout the year for particular cohorts of students; procedures and responsibilities for the entry of engagement data into EUCLID and review of that data to identify cases of non-engagement; and procedures and responsibilities for addressing cases of non-engagement and, where necessary, escalating cases to College or University level.
4. A minimum of ten contact points for each student throughout each academic year must be identified by each School. These points should be spread evenly throughout the academic year for each year of study and should incorporate a variety of types of academic engagement.
5. Schools are required to use EUCLID to record the engagement and any escalation records of individual students and to demonstrate that engagement is being recorded for students and that non-engagement is recorded, noted and acted upon.
6. Schools are required frequently to review the data collected and recorded on a regular basis for the students for whom they have oversight and responsibility. Colleges will provide guidance to Schools and Deaneries on the frequency with which data should be reviewed.
7. These frequent reviews will determine whether and what action Schools need to take in line with the four-stage escalation process articulated in each College Handbook.
8. Student Administration, on behalf of The University, is required to report to the Home Office any Tier 4 student whose lack of attendance or engagement with their studies or lack of academic progress has resulted in their exclusion, thereby cancelling the University's education sponsorship for the student to be in the UK. This report must be made within 10 working days of the student record being updated to reflect the exclusion.

## Student Responsibilities

9. Students with a Tier 4 visa must ensure they have obtained the appropriate visa for studying in the UK in advance of enrolling at the University of Edinburgh.
10. Tier 4 visa holders are expected to be in attendance on their chosen programme and actively engaged with it, as required by relevant Degree Regulations (<http://www.drps.ed.ac.uk>), Degree Programme Tables and programme handbooks. If there are any concerns regarding this, students should approach their Supervisor, Personal Tutor or Edinburgh Global.
11. Students with a Tier 4 visa must ensure the University holds their most up to date contact details on the student record. This can be updated via MyEd.

**31<sup>st</sup> July 2017**