

Tier 4 Student Attendance and Engagement Policy



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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 license. 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 license.
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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Document control

Dates	Approved: 28.08.15	Starts: 31.08.15	Equality impact assessment: TBC	Amendments: 05/16: Removal of references to “Highly Trusted Status” as required by UKVI rule changes on 06/04/16 02/17: Replaced “International Office” with “Edinburgh Global” following rebrand. 24/02/17	Next Review: TBC
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Approving authority	Curriculum and Student Progression Committee (CSPC)
Consultation undertaken	Curriculum and Student Progression Committee (CSPC) and representatives from Colleges, Schools and Support Units.
Section responsible for policy maintenance & review	Edinburgh Global
Related policies, procedures, guidelines & regulations	United Kingdom immigration rules and related statutory instruments and secondary legislation Tier 4 Sponsor Guidance Procedure for Withdrawal and Exclusion from Studies Code of Practice for Research Supervisors
UK Quality Code	Not applicable
Policies superseded by this policy	Previous versions of this policy
Alternative format	If you require this document in an alternative format please email Academic.Services@ed.ac.uk or telephone 0131 650 2138.
Keywords	Tier 4, attendance, engagement

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1. It is the responsibility of the School or College that owns a programme to maintain oversight and responsibility in relation to this policy for all Tier 4 students on each of its programmes.
2. A minimum of ten points of contact throughout each academic year must be identified by each School. These points should be spread evenly throughout the academic year, for each year of programme of study and must involve a mixture of both 'attendance' and 'engagement' points.
3. The 'attendance' points are organised, monitored and recorded by Student Administration and are made up from the confirmation of attendance element of matriculation, census points, and attendance at an examination diet. Student Administration will share a schedule of 'attendance' points with Colleges each year for inclusion in the College Handbook.
4. A minimum of six 'engagement' points are identified, organised, monitored and recorded by Schools.
5. EUCLID will be used to record the attendance, engagement and any escalation records of individual students and will be used to demonstrate that attendance and engagement is being recorded for students and that non-attendance is recorded and noted or acted upon. These data must be entered into EUCLID promptly by Student Administration for 'attendance' points and Schools for 'engagement' points.
6. Schools are required to frequently review the data collected and recorded on a regular basis for the students they have oversight and responsibility for and act on any attendance data sent to them by Student Administration which highlights absence.
7. These frequent reviews will determine whether and what action Schools need to take in line with the 4 point escalation process articulated in each College Handbook. Escalation points and notes should be recorded on EUCLID.
8. Student Administration, on behalf of The University, is required to report to the Home Office within 10 working days any Tier 4 student whose lack of attendance or engagement or lack of progress has resulted in their exclusion, thereby cancelling the University's education sponsorship for the student to be in the UK.
9. 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.
10. Each School is responsible for developing an annual School Engagement Monitoring Plan which must include the definitions of engagement points and the pattern of

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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 on non-engagement and, where necessary, escalating cases to College or University level.

Student Responsibilities

11. 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.
12. 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.sc.uk>), Degree Programme Tables and programme handbooks. If there are any concerns regarding this students should approach their Supervisor, Personal Tutor or Edinburgh Global.
13. 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.

Date of approval: 28 August 2015