



## **Leeds Beckett University**

### **COMPLIANCE & ATTENDANCE MONITORING POLICY**

#### **TIER 4 / Student Visa - POINTS BASED IMMIGRATION SYSTEM**

This information is written for international students enrolled or intending to enrol at Leeds Beckett University. It is an overview of the responsibilities of Tier 4 / Student Visa holders under the Student Sponsor Guidance of the UK's Points Based Immigration system, and our University duties as a UK Visa and Immigration (UKVI) Student Sponsor, as outlined in the Guidance.

The Immigration Rules are often subject to change at very short notice so it is important that you remain updated of relevant changes which may impact on your visa so that you can take appropriate action, as this is **your** responsibility. Any reference to a visa in this information includes reference to an entry clearance (visa granted overseas) or a UK Biometric Residence Permit – BRP (visa granted in the UK); a British Embassy or High Commission or by any other authorised agency of UKVI.

**Student Immigration Advice & Compliance (SIAC):** Our SIAC team provides free advice regarding Tier 4 / Student Visas and immigration issues affecting international students. We are the only staff members at Leeds Beckett University authorised to provide immigration advice to international students. You are strongly advised to seek our help about any issues which might have an impact on your student visa.

#### **Your responsibilities as a Tier 4 / Student Visa holder**

- Attend immigration check-in ('International Check-In'). Provide your original passport, visa and other relevant documents relating to your visa to staff on the check-in desk, or complete your check-in via an on-line appointment (where available / when directed to by SIAC staff).
- Complete your enrolment and register for your course. You must complete any re-enrolment as required within the necessary time period.
- Collect and submit signed timetables every week to your course administration team when directed to do so by your School and fully engage with your course (on-line or in person, as directed by your School / SIAC) by attending all teaching sessions on your timetable and regularly accessing the Virtual Learning environment (e.g. MyBeckett).
- If directed to do so, you must collect a minimum of 3 signatures from your tutors for each timetabled week of study.
- Promptly notify and provide our SIAC team with **any** updates to your passport and/or visa.
- Endeavour to complete your course within the scheduled time period.
- Study full-time on all required modules. Part-time study is not permitted on a Tier 4 / Student Visa at the University unless you are required to do re-sits or repeat modules.
- Attend **all** scheduled classes, meetings with tutors, dissertation meetings with your supervisor and any other arranged sessions, in line with any University Attendance Policy. If you do not attend, you are likely to be withdrawn from the course and this would be reported to UKVI, in line with our Student Sponsor responsibilities.

- Do not take a break from studies unless there are **exceptional reasons**, for example, a serious illness or a forced break due to University academic regulations. Any gap in study must be agreed in advance with your School and be supported with appropriate evidence. You will normally be required to return to your home country during prolonged absence from study.
- Work only as permitted by UKVI. You can only work full-time during official vacation periods. Official vacation periods may vary for post-graduate study, re-sit students and students doing their dissertation during the summer period, so please check first.
- If you need to renew your visa, you must apply to do so before your current visa expires. The University is unlikely to be able to sponsor students who overstay on their visa.
- Keep your contact details up to date, including changes of address and telephone number and email address.
- If you are required to register with the police, you must do so within 7 days and remember to update your certificate if you change address, get a new passport or visa, change course or change place of study.
- Notify the UKVI of any significant changes to your circumstances using the 'Migrant change of circumstances' form, for example, your contact details.
- Provide information to the SIAC team if requested to do so.
- Seek help early from the SIAC team if your circumstances are likely to change which may affect your studies and visa in the UK.
- Ensure that you are fully aware of the responsibilities of your Tier 4 / Student Visa and comply with any future Government changes to the regulations governing your visa, as any breach could have a serious impact on your studies and your continued stay in the UK.
- Adhere to any new procedures implemented by the University in relation to Tier 4 / Student Visa compliance.

### **Leeds Beckett University's responsibilities to the UKVI as a Student Sponsor**

Under the Tier 4 / Student Visa regulations, Leeds Beckett University is your 'sponsor' for your studies in the UK and as such we have a number of duties and responsibilities which we must meet in order to uphold our licence with the UKVI. To comply with the conditions of our licence and protect our students the University is legally obliged to:

- Keep a copy of your passport, visa and/or UK Biometric Residence Permit. This will be done by the SIAC team when you come to the 'International Check-In' as part of your enrolment. If you are issued with a new passport, visa or BRP card while you are at Leeds Beckett University, you must come to the SIAC (Leighton Hall room 115) with your passport and new visa so that we can take a copy and update your record. If the SIAC office is closed, you must notify us by email.
- Collect data evidencing your engagement with all timetabled teaching sessions.
- Take immediate action should you not engage fully with University regulations.
- Inform the UKVI if you fail to enrol/re-enrol by our enrolment deadline.
- Inform the UKVI if you are absent without permission within our Attendance Policy requirements.
- Inform the UKVI if you are on an extended break from studies for any reason. Extended breaks are normally only allowed for exceptional reasons, agreed with your School in advance and supported by verifiable evidence or an academic decision made by your School.
- Inform the UKVI if your visa application is refused.
- Inform the UKVI if the University ceases to be your immigration 'sponsor' for any reason.

- Inform the UKVI if your circumstances change, for example, if your course of study changes, becomes shorter or you complete earlier than expected.
- Inform the UKVI if we have evidence that you are breaking the conditions of your visa.

**Other types of visas:** If you hold a different type of visa, e.g. work visa, dependant visa, we may be able to enrol you for a course of study. However, you must ensure that you continue to meet the requirements of the visa that you hold and that you do not change the main purpose for your stay in the UK.

Please contact [siac@leedsbeckett.ac.uk](mailto:siac@leedsbeckett.ac.uk) for further information



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