This guidance outlines the monitoring policy that needs to be applied to members of our Tier 4 student population.

Students on Tier 4 face monitoring requirements under the terms of their visa that are imposed by the Home Office. This requires us, as their visa’s Sponsor, to ensure our policy and processes comply with Home Office regulations to ensure both our Sponsor Licence is maintained and that our students’ visas are not put at risk.

Tier 4 and immigration regulations can appear complicated and we would actively encourage any staff member to contact the Tier 4 Team in Registry Student Services (the Tier 4 Team) for clarification on how holding a Tier 4 visa impacts our students.

It is important to remember that providing “visa advice” is regulated by law and it is illegal to provide immigration advice unless expressly permitted to do so.

The Tier 4 Team are happy to provide training, presentations and further support at all levels in Schools.

Nicholas Edwards (Assistant Registrar, Registry)
August 2017 - Version 3
Contents

Click on the titles below to jump to the required section.

This guidance is split into 3 main sections covering Undergraduate, Postgraduate Taught and Postgraduate Research Students:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Students</td>
<td>1</td>
</tr>
<tr>
<td>Postgraduate Taught</td>
<td>3</td>
</tr>
<tr>
<td>Postgraduate Research</td>
<td>6</td>
</tr>
</tbody>
</table>

Additional information has been provided on the use of the C6 and C7 process to formally monitor students; contact details of who to speak to with questions and queries; and a suggested version of how the new monthly PGR Engagement process should work:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal Monitoring – C6 Process</td>
<td>9</td>
</tr>
<tr>
<td>Key Contacts</td>
<td>10</td>
</tr>
<tr>
<td>PGR Engagement</td>
<td>11</td>
</tr>
</tbody>
</table>

Finally, at the end of this guide we have included a selection of frequently asked questions on Tier 4 that are often asked to the Tier 4 Team:

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAQ’s</td>
<td>13</td>
</tr>
</tbody>
</table>
UNDERGRADUATE STUDENTS

How do we monitor UG students?

Given the nature of UG courses, students are monitored the same way regardless of immigration status.

All students registered on a course need to be monitored by the School to which that course belongs. Formal attendance monitoring should take place in all small group teaching sessions, such as a tutorial, lab, seminar, workshop or practical session. This follows the student monitoring system applicable across the University.

Confirming attendance normally takes the form of a sign-in sheet, circulated at each small group session. This should clearly outline the following information:

- the course code and title;
- the name, date and time of the class;
- all students expected (with ID numbers) and space for signature against their details; and
- the signature of the staff member responsible at the class confirming students who have signed were present.

Some Schools use the Student Record System (SRS) or MyTimetable class lists, which can also show student photos to assist with identification – especially helpful in larger classes or at the start of teaching.

Sheets should be returned to the course’s administrator as soon as possible so that students can be identified as missing. These sheets should be retained (original or scanned) as they are required in the event of a Home Office audit. We suggest scanning attendance sheets at the end of the year for each course and saving this file centrally so it can be quickly retrieved in the future.

How and when do we report students for missing an expected contact with us?

The C6 marker should be seen as the first step in a process to ensure a student re-engages with their studies and not as a last resort. It is important that this is applied as soon as the threshold for reporting is reached so that we are able to maintain our reporting duties with the Home Office. More details on using the C6 process, called Formal Monitoring, is available later in this guide.

You should apply a C6 when a student misses: a second consecutive small group teaching session (without prior approval); or over 25% of the sessions for the course. A C6 should be applied immediately if a student fails to submit a summative/substantial formative assessment.

What term dates apply to UG students?

UG Students are permitted to be absent from campus during non-term time. For UG students this includes the winter, spring and summer breaks. Details of terms dates are available on the University Website.

Students taking time away from Aberdeen during these breaks do not need authorisation to do so. They also do not need special permission to leave the UK during these periods.
What about absences during term time?

Short absences from study should be reported by the student using MyAberdeen and as long as these are within the standard monitoring guidelines are perfectly acceptable for Tier 4 students to take them.

Where a student requests a long period of absence (greater than 1 week during term time) this should be discussed with the Tier 4 Team to see if we can accommodate it.

What if there is no small group teaching at a particular point during term or for a particular course?

At some points of the year it is possible that a student will not have any small group teaching due to the nature of the course they are registered on. This could be because they are engaging in a formally recognised work placement, field course or writing a dissertation or completing a project.

Where this is the case the School must ensure that an alternative method of engagement monitoring is in place for this course.

Students on an Erasmus or Study Abroad programme

Tier 4 students who take a gap from study in Aberdeen to partake in time away with an Erasmus or Study Abroad partner do not need to be monitored by the Schools. Arrangement are in place for these students to be monitored by the Erasmus and Study Abroad teams, who provide information directly to the Tier 4 Team.

Students visiting the UK as an incoming Erasmus or Study Abroad student should be monitored as normal by the Schools where they appear on their course lists.

Students engaging in medical electives or industrial placements

Students engaging in a placement away from campus as part of their programme must continue to be monitored during this time. It will be up to the School to ensure monitoring is in place – usually by a sign-in at the temporary study location.

Details of such arrangements must be notified to the Tier 4 team as soon as they are known about and no less than 10 days before the date of departure, or commencement, of the time away from campus. A template report is available on Staffnet showing the information we must be told.
POSTGRADUATE TAUGHT STUDENTS

How do we monitor PGT students?

Given the nature of the taught element of PGT programmes, students are monitored the same way regardless of immigration status.

All students registered on a course need to be monitored by the School to which that course belongs. Formal attendance monitoring should take place in all small group teaching sessions, such as a tutorial, lab, seminar, workshop or practical session. This follows the student monitoring system applicable across the University.

Confirming attendance normally takes the form of a sign-in sheet, circulated at each small group session. This should clearly outline the following information:

- the course code and title;
- the name, date and time of the class;
- all students expected (with ID numbers) and space for signature against their details; and
- the signature of the staff member responsible at the class confirming students who have signed were present.

Some Schools use SRS or MyTimetable class lists, which can also show student photos to assist with identification – especially helpful in larger classes or at the start of teaching.

Sheets should be returned to the course’s administrator as soon as possible so that students can be identified as missing. These sheets should be retained (original or scanned) as they are required in the event of a Home Office audit. We suggest scanning attendance sheets at the end of the year for each course and saving this file centrally so it can be quickly retrieved in the future.

How and when do we report students for missing an expected contact with us?

The C6 marker should be seen as the first step in a process to ensure a student re-engages with their studies and not as a last resort. It is important that this is applied as soon as the threshold for reporting is reached so that we are able to maintain our reporting duties with the Home Office. More details on using the C6 process, called Formal Monitoring, is available later in this guide.

You should apply a C6 when a student misses:

- a second consecutive small group teaching session (without prior approval); or
- over 25% of the sessions for the course, this should be reported with a C6 marker on SRS. A C6 should be applied immediately if a student fails to submit a summative/substantial formative assessment.

What term dates apply to PGT students?

PGT Students are permitted to be absent from campus during the winter and spring breaks. They are not, however, entitled to time off during the summer break. Details of terms dates are available on the University Website.

Students taking time away from Aberdeen during these breaks do not need authorisation from the School to do so. They also do not need special permission from the University to leave the UK during these periods.
How do we monitor students during their project or dissertation?

Students must continue to be monitored during the project/dissertation as their visa still requires them to be engaging, full-time, on campus. This extends right through the summer period as, for PG students, the summer break does not apply.

For those that have been monitored by class attendance previously, the most suitable method of monitoring during this time is through the use of a sign in sheet. PGT students should be asked to report at least once every 10 working days.

It is important to remember that a Tier 4 visa requires its holder to be engaging on campus to complete their programme. Students should be actively discouraged from leaving Aberdeen during their project or dissertation as it will have implications for their visa.

What if my student wants to return home to complete their project/dissertation?

If a student wishes to return home to complete their project or dissertation away from Aberdeen, the student’s visa will be reported to the Home Office as no longer needed to study, and the student will not need to meet any monitoring requirements. They will not be able to re-enter the UK on this visa and should not need to return during their studies when taking this decision. It would not, therefore, be an option for a January start student who needs to return for teaching in September.

The student must tell the School and the Tier 4 Team they wish to take this option, telling us when they will leave the UK and confirming that they understand their visa is being relinquished as a result.

Students can be supported to return to the UK for their graduation on a visiting visa.

What if a student submits their project/dissertation early?

Once a student submits their dissertation or project they no longer need to maintain sign-ins. For January start students they will next sign in during classes in September. If a student submits significantly early, over 4 weeks ahead of the usual submission date, this must be raised with the Tier 4 Team as this could impact their visa.

What about absences?

A PGT student can take a maximum of 4 weeks absence during term-time. This is in addition to the time off they get during the winter and spring breaks. Absence must not exceed 4 weeks throughout the programme if multiple, smaller absences are authorised.

An authorised absence cannot impact a student’s ability to complete their programme within the normal timescale.

To request an absence, the student should complete an absence request form and have this authorised and recorded by the School. A template absence form is available on Staffnet. PG Registry and the Tier 4 Team do not need to be told about absences authorised in line with the above.

Schools must ensure that students are not abusing the absence system to avoid signing in – especially over the summer period. Students cannot take four separate weeks of holiday that coincide with a signing-in week in order to maximise their time away from campus.
Can a PGT student be regarded as being “off-campus” to study?

In some rare instances it is possible for a PGT student to engage in activity that is academically required for their programme away from campus. There must be exceptionally strong academic reasons for this and how it links to their programme and its completion.

As such, occasions should be very rare and each instance should be discussed with the Tier 4 Team directly to ensure that it can be approved under their visa. During the time away the student must still be monitored by the School. Engagement could be monitored by: email correspondence; phone calls; or Skype meetings, as examples.

A template PGT Off-Campus form is available on Staffnet for these very rare cases.

What if my student has a work placement?

A student can be absent from campus when they are on a Work Placement which forms a recognised and assessed part of their degree. Work Placement has a specific meaning with the Home Office and the placement must meet certain criteria for it to be classified as a Work Placement for Tier 4.

Work placements in this context must be an integrated element of their programme and form an assessed part of their degree outcome. Evidence of how this placement is assessed (and the credits assigned to it) should be clear at the point of admission.

Details of placements should be notified to the Tier 4 team as soon as they are known and no less than 10 days before the date of departure, or commencement, of the time away from campus. A template report is available on Staffnet showing the information we must be told.

Students who wish to partake in any other form of work placement or internship should seek advice from an International Student Adviser as it may not be permitted under the terms of their Tier 4 visa.
POSTGRADUATE RESEARCH STUDENTS

How do we monitor PGR students?

Due to the lack of class teaching at PGR level, we have to establish an alternative monitoring and engagement process to satisfy Home Office requirements. This is done on two levels: engagement & academic progression; and physical presence on campus.

Monitoring engagement and academic progression

This should be done by the student’s supervisory team who should flag any concerns to the School office or Tier 4 Team when it arises. This could be a missed meeting, a failure to submit work, or a significant concern over progression in their programme.

Monitoring physical presence on campus

To monitor this, Schools need to arrange a sign-in system that requires PGR Tier 4 students to attend a central location at least once a month (every 4/5 weeks) to sign a register confirming their attendance on campus.

This process must:

- Be conducted in front of a staff member, confirming that the student was seen (confirming their identity with their ID card if they are not known to them) and signed-in on the date indicated;
- Ensure students cannot sign either after, or before, the required period; and
- Be reviewed monthly to flag any missed interactions.

The administration of the PGR sign-in system is left to each School so that this fits in with their own resources but a suggested process is outlined later in this guide. As always, the Tier 4 Team are happy to talk through how to operate your sign-in system.

When and how do I formally monitor a PGR student?

One missed monthly sign-in, without authorisation, is enough to commence the formal monitoring process. This should be done by placing a C6 against the course code(s) on their student record.

In what circumstances can a student miss a sign-in?

Authorised absence

If a student is ill, wants to take a holiday or has personal circumstances that require some time off, they can request an authorised absence. The maximum period permitted in any rolling year is 60 days, provided the School are assured that the absence will not impact on the student’s ability to complete their PhD on time. The rolling period starts on the date the student registers and is not the same as the academic or calendar year.

Written confirmation of the School’s approval of an absence must be kept and noted on the engagement form. PG Registry and the Tier 4 Team do not need to be told about absences authorised in line with the above.
As soon as the student returns from a period of absence they are required to sign in, and then resume their normal sign in pattern going forward.

**Suspension of studies**

Used when a student wishes to “pause” their studies. It effectively stops the clock and extends their submission date in line with the period suspended.

Students holding a Tier 4 visa can suspend for a maximum of 60 days over the duration of their visa. This does not mean they can suspend for 60 days per year, but during the entirety of their PHD. Suspension cannot be used in addition to an authorised absence to extend the period of leave.

Suspensions longer than 60 days will require us to stop sponsorship of their visa. These situations must be discussed with the Tier 4 Team in advance. Similarly if a student wishes to extend a suspension beyond 60 days, or request a subsequent extension taking them over this threshold, this must be discussed with the Tier 4 Team.

Retrospective suspensions cannot be used for Tier 4 Students and where these are submitted they will be rejected.

As soon as the student returns from a period of suspension they are required to sign in, and then resume their normal sign in pattern going forward.

**Off-campus study**

A student may need to engage in data collection or research for their degree and they may be able to apply for off-campus study for a portion of their study. To request this an off-campus form must be completed and returned to Registry BEFORE the student’s period of off-campus study is due to commence. We must report all periods of off-campus to the Home Office before it starts.

Wishing to return home or live away from Aberdeen, due to cost or other reasons of convenience, are not legitimate reasons for a Tier 4 student going off-campus. Should they wish to make such a move this will result in the cancellation of their Tier 4 visa.

Students who are off-campus must still be monitored while they are away and none of the School’s obligations are removed when off-campus arrangements are put in place. This monitoring can take a number of forms and can include: Skype meetings, telephone calls, emails and in person visits by supervisors. The form of intended monitoring must be noted on the off campus form and recorded on the student’s monitoring file. As with standard monitoring failure to keep in contact on at least a monthly basis must be reported through formal monitoring. It is the School’s duty to keep a record that they are maintaining engagement during their off-campus period.

For new students, it is important that Admissions and Registry are informed if off-campus study is known in advance of registration. Intended off-campus study may impact the type of visa the student should apply for and, in some cases, could save significant time and money in inappropriate visa applications being made.
As soon as the student returns from a period of absence they are required to sign in, and then resume their normal sign in pattern going forward.

**What happens during writing up and viva?**

We are still required to monitor Tier 4 students during their writing up period and viva – right until the completion of their studies.

Completion takes place once corrections are approved and Registry has completed the student on the SRS. You can confirm that this has taken place by the student being removed from the monthly PGR report sent by the Tier 4 Team to the Schools, or by contacting [postgraduate@abdn.ac.uk](mailto:postgraduate@abdn.ac.uk)
FORMAL MONITORING - C6/C7 PROCESS

All Tier 4 students should be formally monitored using the C6/C7 process on the SRS. Formal monitoring raises an alert to both the student concerned and Registry that there are issues over the student’s engagement. This ensures that a formal process is initiated and that students are treated fairly and consistently across the institution.

Formal monitoring using the C6/C7 process, should not be viewed as a last resort by staff and it is designed to flag issues to the student early and will, when applied properly, give them the opportunity to get back on track with their studies.

Regardless of the student’s level (UG, PGT or PGR) the C6 should be inserted against the appropriate course in which the student has breached the monitoring. For PGR students this should be placed against the course code(s) on their student record.

To insert a C6 on a student’s record you should use the Departmental Monitoring screens on the SRS. You can access these by logging into the SRS, clicking on Maintenance Screens; Departmental Student Monitoring.

It is the School’s duty to ensure that the C6/C7 is entered properly, and at the appropriate stage, to initiate the monitoring process. This ensures that any possible appeal made by the student can be quickly dealt with and we can ensure that the correct policy has been followed in case of an appeal.

Sometimes a student may have compelling reasons for missing classes however it is crucial that when viewing a student’s attendance and engagement with a course, their ability to meet its learning outcomes is the overriding factor in deciding to formally monitor a student and on the decision to reinstate them onto a course/programme.

What happens once a C6 is applied to a student’s record?

Once the C6 is applied an automated email is sent to the student from Registry advising them on how to resolve the situation. In the vast majority of cases a student will resolve their C6 by contacting the School to explain their absences, with no further action being taken against their studies or visa should the situation not happen again. It is critical, therefore, that formal monitoring is applied quickly and not viewed as a last resort or punishment.

Where a C6 is not resolved, either due to the student not getting in touch or the School not removing it, it will turn into a C7, removing their class certificate and authority to attend classes.
## KEY CONTACTS

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact details</th>
<th>Type of enquiry</th>
</tr>
</thead>
</table>
| **Tier 4 Team**  
Registry Student Services                   | tier4@abdn.ac.uk  
Extension: 3505                  | • Monitoring and Engagement  
• Student absences  
• Student registration  
• Suspensions and withdrawals  
• Change in mode of study  
• Change of Degree  
• Staff training and information sessions  
• Authorising extensions to existing student’s visas |
| **International Student Advisers**  
Student Advice & Support Office             | Student.international@abdn.ac.uk  
Extension: 3935                  | • Visa applications  
• Visa extensions  
• Doctoral Extension Scheme visas  
• Police Registration  
• Visa terms and conditions |
| **Student Recruitment and Admissions**      | sras@abdn.ac.uk  
Extension: 2090                  | • Recruitment of new students  
• English language assessment  
• Sponsoring new students on a visa  
• Information for prospective students |
PGR ENGAGEMENT - THE NEW MONTHLY MODEL

From the 2017/18 Academic Year changes to the frequency that PGR students must be monitored were introduced across the University. Previously, students required to sign-in at least once a fortnight with their School office while now this has been moved to monthly. This pages outlines a suggested method of operating such a monthly process.

The suggested system makes use of a simple engagement log held by the School for each student which covers an entire Academic Year, used regardless of when the student starts their programme. An example completed log is provided over the next two pages.

In most cases this log would be kept at a central location (like the school office) and the student would visit at a consistent time each month to meet with a staff member who can provide them with their log sheet, ask for a signature, check-in with the student and then countersign the signature being made.

For consistency, it is suggested that all students in the School be asked to sign in during the first full week of each month, but with the flexibility that they can do so at any time during that week, depending on their schedule. School’s may also wish to specify times, or days, based on staffing and logistics.

Where a student is authorised to miss an engagement this will instead be noted by a staff member and signed against in the appropriate space on the log. Once the student returns to campus they will be expected to sign in immediately and then resume their normal monthly engagement thereafter. This could mean a student needs to sign in two weeks in a row until they are “back on track” with their normal sign-ins.

A student should not, following this process, be able to manage their absences in such a way that they can miss many months of teaching as they must always sign in immediately following a period of absence.

The Tier 4 Team will provide a new template each August, completed with the expected week dates for the coming academic year.

Adopting this uniform system means that any student who fails to sign in by the end of the week can be quickly reported, using the formal monitoring process, at the start of the following week. This ensures consistency across the Schools and means that students are flagged quickly to the Tier 4 team for any action on their visa.

Under this process a single missed sign in should be reported using the formal monitoring process – remember, that process is designed to help get the student back on track and is not designed to be punitive.
## Annual PGR Student Engagement Log

<table>
<thead>
<tr>
<th>First Name</th>
<th>John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td>Smith</td>
</tr>
<tr>
<td>Student ID</td>
<td>S1234567</td>
</tr>
<tr>
<td>Degree Title</td>
<td>PhD in University Studies</td>
</tr>
<tr>
<td>Study Start Date</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Submission Date</td>
<td>31 August 2020</td>
</tr>
<tr>
<td>Lead Supervisor</td>
<td>Jane Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sign in required</th>
<th>Student Signature and date/absence comments</th>
<th>Staff Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>w/c 4 Sep 2017</td>
<td>John Smith 6/09/2017</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 2 Oct 2017</td>
<td>John Smith 2/10/2017</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 6 Nov 2017</td>
<td>John Smith 10/11/2017</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 4 Dec 2017</td>
<td>Absence approved – 4th to 15th December (form attached). John Smith 18/12/2017 (return from holiday)</td>
<td>Jane Brown 04/12/2017</td>
</tr>
<tr>
<td>w/c 8 Jan 2018</td>
<td>John Smith 10/01/2017</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 5 Feb 2018</td>
<td>John Smith 5/02/2017</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 5 Mar 2018</td>
<td>John Smith 5/03/2017</td>
<td>Tim Black</td>
</tr>
<tr>
<td>w/c 2 Apr 2018</td>
<td>Off-campus 01 April until 31 May (form attached). Engagement maintained by monthly email check with school office. Email received on 6/04/2017 attached.</td>
<td>Jane Brown</td>
</tr>
<tr>
<td>w/c 7 May 2018</td>
<td>Off-campus 01 April until 31 May (form attached). Engagement maintained by monthly email check with school office.</td>
<td>Jane Brown</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sign in required</th>
<th>Student Signature and date/absence comments</th>
<th>Staff Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>w/c 4 Jun 2018</td>
<td>John Smith 4/06/2017</td>
<td>Tim Black</td>
</tr>
<tr>
<td>w/c 2 July 2018</td>
<td>John Smith 4/07/2017</td>
<td>Tim Black</td>
</tr>
<tr>
<td>w/c 8 Aug 2018</td>
<td>Absence required (illness, email attached). John Smith 15/08/2017 (return from illness)</td>
<td>Tim Black – 9/08/2017</td>
</tr>
</tbody>
</table>

- Email – 8/05/2017 attached

- Email – 8/05/2017 attached

- Email – 8/05/2017 attached
Frequently Asked Questions

These are some of the questions that the Tier 4 Team get asked most frequently by staff across the University. If you have a question that is not answered in this guidance, contact details of the correct team to ask are at the end of this booklet.

1. **What is the monitoring process?**
2. **Who does the monitoring process apply to?**
3. **Why does Tier 4 matter?**
4. **Who is a Tier 4 student?**
5. **What do the Home Office view as appropriate attendance?**
6. **What timeframes do the Tier 4 Team work to?**
7. **How do students know about the monitoring process?**
8. **When do our obligations to monitor Tier 4 students start?**
9. **When do our obligations to monitor Tier 4 students stop?**
10. **What if a student is involved in an emergency or unexpected situation?**
11. **What if my student has questions about their visa?**
12. **What if a student wants to change their programme or study mode?**

1. **What is the monitoring process?**

The monitoring process is intended to ensure that all our students are engaging with their programme and continue to make academic progress throughout their studies. It allows us to check that the learning outcomes of their programme are being achieved and that students are progressing in order to obtain their desired qualification.

The monitoring process is not meant to be punitive and once a student has been formally reported through the monitoring process (“formally monitored”) there is still opportunity for this to be reversed; assuming the student can still meet the learning outcomes of the course/programme. The critical aspect at the heart of monitoring is ensuring that students have met the required learning outcomes and have put in the appropriate work and engagement to: be awarded the credits for that course; continue with their research; or achieve the final award of their programme.

In addition to these academic considerations, which apply to all our students, Home Office regulations also require students holding a Tier 4 visa to be present on campus, engaging as a full-time student during their sponsorship. This guidance note, and the processes it outlines, hopes to balance these two needs.

2. **Who does the monitoring process apply to?**

The University’s monitoring process applies to all our students, regardless of their immigration status. Details on the general policy can be found on Staffnet. This Guidance Note outlines specific procedures that must be applied for our Tier 4 student population due to the additional considerations relating to their visa.

3. **Why does Tier 4 matter?**

We support all our Tier 4 students by sponsoring their visa while studying with us in the UK. This sponsorship places extensive duties on the University to ensure, amongst other things, that the student is here in the city, actively engaging with their studies on our campuses and making academic progress towards their qualification.
It is important that all our Tier 4 students are meeting the terms of their visa, which itself is dictated by the programme they been sponsored for. Where a student is no longer following the terms of their visa, or is not studying on campus full-time without approval to be absent, we will likely need to withdraw the sponsorship of their visa as it is no longer being used for the purposes it was issued for. This determination is what drives the majority of decisions regarding our ongoing sponsorship of students on Tier 4: are they still using their visa as it was initially intended?

A Tier 4 visa is not an unrestricted right for a student to remain in, and travel to and from, the UK. If we cannot show that their visa is required for the reasons outlined in our offer of sponsorship, both the student and the institution can face strict action by the Home Office.

We can, at any time, be asked to provide a timeline of our Tier 4 student’s history with us, extending from the date of application through to graduation. This Tier 4 timeline is important as it allows us to demonstrate to the Home Office that we are meeting our obligations of Sponsorship. It is helpful to think of this Tier 4 timeline when reviewing this guidance and the importance of eliminating any gaps within it where a student’s circumstances cannot be clearly evidenced.

4. **Who is a Tier 4 student?**

Tier 4 is the main visa route used by international students (those from outside the EU/EEA) to study in the UK. Tier 4 students make up the majority of our international student population, though it is important to note that not all international students will hold this type of visa.

The Tier 4 Team can confirm what immigration status a particular student has, and will provide lists to the Schools each half session with details of students who hold a Tier 4 visa. We will also send out a monthly report showing our PGR students on Tier 4, as they can register with us throughout the Academic Year. This information is also held on the Student Records System (“SRS”) under: Portals; Registration; Student Status Lookup; General Visa Information Tab.

5. **What do the Home Office view as appropriate attendance?**

For Tier 4 purposes, monitoring has two distinct concepts: physical presence on campus; and engagement and progression with studies.

The Home Office rules speak in terms of “expected contacts” that we have with the student. These rules equate to the University having to provide a minimum monitoring point that applies to all students. Where a student misses monitoring points without appropriate cause this will push them outside the Home Office tolerance for attendance and this must be reported through formal monitoring. Further details on this are outlined in the specific sections for UG, PGT and PGR students.

It is important to remember that a Tier 4 visa is issued only for full-time programmes, and Tier 4 visa holders are expected to be on campus on a full-time basis to complete their programme for it to remain valid. Exceptions to this, including PGR off-campus study, are outlined in the student specific sections.

Academic progression and engagement is more of a general concept and is viewed through a student’s interaction with their studies and their progression from one year, or stage, of study to another. Issues over progression or general lack of engagement can be raised with the Tier 4 team even if a student is attending classes and is physically present.
6. **What timeframes do the Tier 4 Team work to?**

We are required by law to report certain activity to the Home Office within 10 days of it occurring. It is, therefore, especially important that you act upon any request from a Tier 4 student relating to their studies, or a breach of student monitoring, quickly.

To ensure we meet this statutory timeframe it is important that all forms (including suspension and off-campus forms) are returned to Registry in advance of the intended activity so this can be factored into a decision relating to a students’ visa. Failure to submit such items on time, and in advance, may result in us having to take action against the student’s visa that could otherwise have been avoided.

7. **How do students know about the monitoring process?**

It is essential that all students are aware of the monitoring process during their studies (especially those on a taught course) as these apply regardless of immigration status. Information on monitoring should be stated in School/Course handbooks and ideally outlined to them at the start of their studies.

Please see [Staffnet](#) for more information on the student monitoring system and how it should be raised with students.

Tier 4 student guidance is also available on the [Infohub website](#), and is highlighted to Tier 4 students on the visa check card we give them each academic year.

The ultimate responsibility of ensuring students adhere to their visa conditions rests with them, but as their Sponsor we have a large part to play in ensuring they meet the requirements.

8. **When do our obligations to monitor Tier 4 students start?**

When sponsoring a student under Tier 4 we provide them with a Confirmation of Acceptance for Studies number (CAS) as confirmation of our willingness to sponsor their visa. This CAS confirms a wealth of information to the Home Office about that student’s programme of study; including its academic level, course fees and on-campus duration. Our obligations relating to monitoring start on the students study start date as outlined in that CAS; which for most UG/PGT students is the start of term for each half session. PGR students start dates can vary and are shown on the SRS. It is, therefore, critically important that students who are delayed let us know and that Schools update the Tier 4 Team and Admissions with this information if received to them directly, so that we can ensure a note of this is made, updating this as appropriate to the Home Office.

9. **When do our obligations to monitor Tier 4 students stop?**

Our duties only stop when a student has formally completed their programme or they have had their status as a registered student removed. This could be through termination, withdrawal etc.

For individual courses the duty ends when a student has been removed from the course either through the awarding of a final grade or through withdrawal (voluntarily or by the application of formal monitoring).

If a student withdraws from study (or has their studies terminated by the University) monitoring can stop on the date this is processed through the Student Record System. You should continue to monitor them until such a point as you confirm with the Tier 4 Team that the student is no longer registered.
Simply providing a student with a withdrawal from, or receiving an email form them indicating an intention to withdraw, does not end our duty to complete monitoring and this must be maintained until The Tier 4 Team have confirmed that the student’s studies have ended and the visa has been reported.

Given that the appeals process can, and indeed has, overturned decisions to terminate a student’s studies it is critical that monitoring is maintained throughout the appeal process. If the outcome is that the student’s appeal is not upheld, then monitoring can stop when the student is withdrawn on the system. If the student’s appeal is upheld, then monitoring will, of course, continue.

The above equally applies to students voluntarily leaving a course or appealing against a C7.

10. What if a student is involved in an emergency or unexpected situation?

You should contact the Tier 4 team as soon as you are alerted to any issue involving a Tier 4 student that impacts on their ability to maintain engagement with the University. Where a student faces an emergency (family situations, healthcare issues etc.) that may result in them missing an expected contact, it is important that we are alerted to ensure the correct approach is taken with a student’s visa. There are very few situations that we cannot work through with a student when we are involved at the outset.

11. What if a student has questions about their visa?

If a student has a question about their Tier 4 visa, including the restrictions placed on them as a Tier 4 visa holder; their ability to work in the UK; extending their visa; bringing family to the UK etc. please direct them to our International Student Advisers located in Student Support. They can be contacted on student.international@abdn.ac.uk

If the student wants to know more about their studies and how their Tier 4 visa impacts their ability to: take time away from their studies; go off-campus; suspend their studies; change their course or mode of study; and any other academic related query please direct them to the Tier 4 team on tier4@abdn.ac.uk

If the individual is not yet registered, and is still regarded as an applicant or prospective student, you should refer them to our Student Recruitment and Admissions Team on study@abdn.ac.uk

12. What if a student wants to change their programme or study mode?

When we sponsor a Tier 4 Student, we outline in the CAS the programme that the student is coming to study. It is very difficult to change this programme once the student has commenced their programme and these situations should be discussed with the Tier 4 Team as they arise to assess if this is possible.

Students on Tier 4 visas can only be full-time and any request to move to part-time study (or move to a distance learning option) will result in the sponsorship of their visa being withdrawn.