



## **Student Attendance Policy – Ulster University Programmes**

### **‘Student’ Permission**

#### **Important Information**

#### **Attendance Policy**

Attendance is important for your success and we strongly encourage you to attend all of your classes. As an international student you need to be aware that you are required to attend and progress in order to remain compliant with UK Visa & Immigration (UKVI) visa conditions. Should your attendance become a cause for concern, this could be if you persistently miss sessions or we see a pattern in your absences and/or lates, or you are deemed not to be engaging with your studies the University may withdraw sponsorship and report this to UKVI. At this point the UKVI will commence proceedings to cancel your visa. This means that your visa will be cancelled and you will have to either seek another institution or leave the country.

If you are ill or have a valid reason for lateness or absence from class, you are required to inform the Attendance Department before 9.30am on the day of the class. Please be advised that supporting evidence will be required for any authorised absences of longer than 3 days.

#### **Sanctions in the event of unsatisfactory attendance,**

Where a student’s attendance is unsatisfactory, one or more of the following actions may be taken.

- a. Seek an explanation from the student for their non-attendance. Discuss how their attendance must improve and recommend appropriate support.
- b. Issue the student with a verbal or written warning.
- c. Require those students who fail to respond to warnings to attend a meeting with their Course Director and/or Compliance team.
- d. Inform an international student holding ‘Student’ permission leave that the University is required to notify the UKVI of withdrawal resulting from unsatisfactory attendance.
- e. Withdraw the student from their programme of study and, where applicable, withdraw sponsorship of the student through a report to the UKVI, or inform the relevant Student Loan Company, if a student fails to respond to the warnings above or breaches the regulations as outlined within this policy.



## **Responsibilities**

It is your responsibility to provide any documentation regarding your 'Student' permission to the University, on enrolment, staff will need to see your:

- Passport
- 'Student' permission Biometric Residence Permit and Entry Clearance Vignette
- Qualifications used to obtain CAS
- TB Health screening certificate, if appropriate

If you have applied for your visa and do not yet have your BRP card, you will be required to bring this to the university as soon as you have received it so that they can take a copy for your records.

If you have applied for your visa in the UK and have not yet received it, you will be required to show proof that you have applied for your visa, including proof of posting. Once you receive your BRP card, you must bring it in to the University.

This is your responsibility and you will be required to keep the University up to date weekly on your visa status by contacting the Compliance department either in person or by email.

It is your responsibility to abide by the conditions of your 'Student' permission including not working over the number of hours which are permitted on your visa and by attending all classes. You must provide a copy of your current timetable and term dates to your employer

## **Policy on registering with the police**

If you are a national of one of the following countries or territories you are required to register with the police within 7 days of arriving into the UK as a condition of your visa:

Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen

Your dependants will also need to register if they meet the visa and age requirements as set out above.

You must keep your Police Registration Certificate safe and up to date as you will need to include this with any further visa applications.

If you have failed to register with the police or update your Certificate with any changes in time, it is very important to go to a police station immediately and explain the problem, bringing with you any evidence you may have to support the reason for your delay.

If you have lost your Police Registration Certificate, you will need to report this and apply for a new one. You will have to pay the fee again.



### **Policy on payment of University fees**

Failure to adhere to any agreed payment plans will be viewed as a breach of your visa conditions and you will be reported to the UKVI. If you have concerns regarding future payment of fees then please contact the Finance department at the earliest possible opportunity.

### **'Student' permission Confirmation of Acceptance:**

I confirm that I have read and understood the above policies, and will ensure they are followed in line with my obligations to the University and the UKVI:

<b>Name:</b>	
<b>B00 Number:</b>	
<b>Course:</b>	
<b>Date:</b>	
<b>Signature:</b>	