



QAHE Limited Emergency Travel Policy

Prepared by: UKVI Policy Manager (Student Visa)

Prepared for: QA Higher Education (Ulster Compliance)

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Version Control

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1. Introduction

Ulster University expects all international students to actively engage in their studies and maintain regular attendance throughout the academic year. In accordance with the University's Attendance Policy for International Students, students must remain in the UK during term time and engage fully with their programme.

Attendance and engagement are monitored regularly, and failure to comply may affect visa status and academic progression.

While student visa holders are permitted to travel in and out of the UK from the date their visa is issued until the end of their programme of study, term-time travel is **strongly discouraged** unless there is an **emergency**.

This emergency travel policy is in place because:

- Unauthorized travel during term time may negatively affect your academic progress and visa status.
- Re-entry into the UK can sometimes be complicated.

2. Policy Ownership

This policy is owned by the **QAHE Compliance Team**. The **Head of Compliance and UKVI Policy Manager** is responsible for:

- Ensuring the policy complies with all relevant UKVI regulations.
- Maintaining the accuracy and relevance of its content.
- Authorizing any updates or revisions.

The policy will be **reviewed annually** and updated as necessary to reflect changes in university procedures or external regulations.

3. Scope

This policy applies to all QA Higher Education-Ulster full-time international students, studying in London, Birmingham & Manchester campuses.

4. Policy Statement

Term-Time Travel Policy

If the student needs to travel during term time, they must:

- Obtain **prior approval** from the **Compliance Team**.
- Ensure the absence does **not exceed two weeks**.
- Return to the UK promptly to resume their studies.



Please note: If the student's attendance record is a concern, the travel request may be denied.

Acceptable Emergency Reasons for Travel

Approval for term-time travel will only be granted for the following emergency situations:

- Bereavement of an immediate family member
- Medical emergency involving an immediate family member
- Marriage or wedding of an immediate family member
- Medical emergency involving the student

Important

Before making any travel plans, the student should consider how their trip may impact their studies and visa status. They can contact the Compliance Team for guidance.

1. Responsibilities

This policy will be regularly monitored by the Heads of Compliance & all Department Heads must ensure staff and students are responsible for familiarising themselves with this policy.

2. Related Policies and Procedures

This policy should be read alongside the Attendance.

3. Further Information

For queries, please contact the Compliance Team: ulstercompliance@qa.com.

4. Review

This Policy will be reviewed every year or upon significant governance, legal, or regulatory change.

