TIER 4 STUDENT ATTENDANCE AND ENGAGEMENT MONITORING

COLLEGE HANDBOOK

Guidance, Responsibilities and Requirements for Schools

September 2016
Welcome to the CSE Handbook

This handbook provides guidance and explains the responsibilities of all Tier 4 practitioners within Schools in CSE to support Tier 4 students to fulfil the compliance requirements detailed in the University’s Tier 4 Student Attendance and Engagement policy. This handbook outlines procedures for monitoring student engagement and supersedes any previous College documentation.

University expertise

Only the International Office can provide immigration advice to a student. They have trained experts to deal with individual student cases. Schools must refer a student to the International student advisory service isas@ed.ac.uk or ask the student to contact visahelp@ed.ac.uk.

Student Administration (Immigration Compliance Team) provide staff and students with guidance, staff queries can be emailed to the compliance team compliancestaff@ed.ac.uk.

The immigration compliance team will provide Schools with guidance to create their Contact Point schedules to select the most appropriate Contact Points to monitor.

This Handbook

- Explains why a School monitoring plan is required, so Schools can reference this information rather than detail it in their School Engagement Monitoring Plans.
- Provides information on what should be included in a School Engagement Monitoring Plan.
- Presents the requirements as sections, which link, where applicable, to the University’s Tier 4 Student Attendance and Engagement Policy, setting out what Schools and College need to do to fulfil the University’s sponsorship duties for Tier 4 students.

Tier 4 Student Attendance and Engagement Policy:

Why does every School require a Tier 4 Monitoring Plan?

Tier 4 students explained

The UK Government introduced (2008) the points based system and five categories or “Tiers” for sponsoring Non-EU/EEA/Swiss nationals to undertake a variety of activities in the UK. Tier 4 is the category for sponsoring education activity. The University of Edinburgh is a sponsor of international Tier 4 students within the UK immigration system.

The function of this College Handbook is to provide guidance to School practitioners responsible for the implementation of procedures to monitor Tier 4 students. It outlines College of Science and Engineering requirements, and acts as an annual reference of active documentation (see Appendix VII, page 30 for an index of active documentation).
The University’s role as a Tier 4 student sponsor

As a licensed Tier 4 sponsor, the University of Edinburgh has a legal obligation to ensure that the engagement and attendance of its sponsored students are monitored. The University is required by the UKVI to demonstrate that Tier 4 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 University has a legal duty to comply with UK Visas & Immigration (UKVI) requirements and is obliged to report to the UKVI when students listed on our sponsor license:

- fail to enroll on their course
- are absent for a prolonged period or miss some or all of the expected Contact Point;
- withdraw from or suspend their studies, including withdrawal or suspension resulting from overdue tuition and accommodation fee payments
- defer studies after arrival in the UK
- change their Programme of studies
- are excluded from study
- change their immigration status

If the UKVI receives, a report from the University for any of the reasons above, an individual student’s Tier 4 visa may be curtailed or cancelled. The University must keep an up-to-date copy of students’ passports, visas and biometric cards and maintain accurate and up to date data on the student record for their attendance and engagement.

The University is subject to audit visits by UKVI officials from the Home Office. If the Home Office were to conclude that attendance and engagement monitoring was not being implemented as required, the University might face either a suspension or revocation of its Home Office Tier 4 Sponsor licence. Aside from the significant reputational and financial 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 be likely to impact upon all sponsored skilled workers employed at the University.

How monitoring procedures support students’ academic progress

The University’s Tier 4 Student Attendance and Engagement Policy supports the academic progression of Tier 4 students by identifying where students may be experiencing difficulties and ensuring that timely and appropriate intervention can be offered. The policy is based on the identification and monitoring of 10 Contact Points across the academic year for all Tier 4 students.

“Contact Point” is the terminology used by UKVI; within the University context this encompasses both ‘Attendance’ Contact Points, centrally co-ordinated by Student Administration, and ‘Engagement’ Contact Points, monitored by Schools.

Accountability for monitoring procedures

Accountability for monitoring student engagement is delegated to Schools and is overseen by the College. The procedures for undertaking this responsibility are guided by this Handbook, and each School is required
to detail local operational arrangements for ensuring effective monitoring and escalation in an annually approved School Engagement Monitoring Plan.

School plans for 16/17 will be reviewed by Alex Laidlaw, Head of Academic Affairs and approved by Bruce Nelson, College Registrar.

What is in this Handbook?

<table>
<thead>
<tr>
<th>CONTENT TITLE</th>
<th>HANDBOOK SECTION</th>
<th>TIER 4 POLICY</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 4 Student Attendance and Engagement Policy</td>
<td>Section A</td>
<td></td>
<td>Page 5</td>
</tr>
<tr>
<td>Responsibilities for implementing Tier 4 Attendance and Engagement Policy</td>
<td>Section B</td>
<td>Point 1</td>
<td>Page 6</td>
</tr>
<tr>
<td>Identifying Annual Contact Points</td>
<td>Section C</td>
<td>Point 2-4</td>
<td>Page 11</td>
</tr>
<tr>
<td>Recording and Reviewing Engagement information</td>
<td>Section D</td>
<td>Point 5-6</td>
<td>Page 13</td>
</tr>
<tr>
<td>Investigation and Escalation Procedure</td>
<td>Section E</td>
<td>Point 7</td>
<td>Page 14</td>
</tr>
<tr>
<td>School Engagement Monitoring Plans</td>
<td>Section F</td>
<td>Point 10</td>
<td>Page 17</td>
</tr>
<tr>
<td>University support, College and School contacts</td>
<td>Section G</td>
<td></td>
<td>Page 18</td>
</tr>
<tr>
<td>Definitions</td>
<td>Appendix I</td>
<td></td>
<td>Page 20</td>
</tr>
<tr>
<td>Escalation Stage 4 - Referral to College for Exclusion</td>
<td>Appendix II</td>
<td>Point 8</td>
<td>Page 23</td>
</tr>
<tr>
<td>Escalation Stage 4 - College Process</td>
<td>Appendix III</td>
<td></td>
<td>Page 26</td>
</tr>
<tr>
<td>Immigration Compliance Team: request to investigate missed Attendance Contact Point</td>
<td>Appendix IV</td>
<td></td>
<td>Page 27</td>
</tr>
<tr>
<td>Host letter template: Work Placement/Internship</td>
<td>Appendix V</td>
<td></td>
<td>Page 28</td>
</tr>
<tr>
<td>Host letter template: Study Abroad (Exchange/ERASMUS)</td>
<td>Appendix VI</td>
<td></td>
<td>Page 29</td>
</tr>
<tr>
<td>Index of active documentation</td>
<td>Appendix VII</td>
<td></td>
<td>Page 30</td>
</tr>
<tr>
<td>School non-attendance email templates</td>
<td>Appendix VIII</td>
<td></td>
<td>Page 31</td>
</tr>
<tr>
<td>• Email 1: School to student - Tier 4 awareness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Email 2: Escalation Stage 1 - School to student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Email 3: Escalation Stage 2 - School to student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Email 4: Escalation Stage 3 - School to student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Email 5: Missed ‘Attendance’ Contact Point - School to student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document control</td>
<td>Appendix IX</td>
<td></td>
<td>Page 36</td>
</tr>
</tbody>
</table>
SECTION A

Tier 4 Student Attendance and Engagement Policy

The Tier 4 student Attendance and Engagement Policy, approved by Senate Curriculum and Student Progression Committee (CSPC), is the core document informing monitoring procedures and requirements. This Handbook is organised around the 10 key points of the Tier 4 Student Attendance and Engagement Policy detailed below.

<table>
<thead>
<tr>
<th>POINT</th>
<th>POLICY REQUIREMENT</th>
<th>HANDBOOK SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>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.</td>
<td>Section B</td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
<td>Section C</td>
</tr>
<tr>
<td>3</td>
<td>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.</td>
<td>Section C</td>
</tr>
<tr>
<td>4</td>
<td>A minimum of six ‘engagement’ points are identified, organised, monitored and recorded by Schools.</td>
<td>Section C</td>
</tr>
<tr>
<td>5</td>
<td>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.</td>
<td>Section D</td>
</tr>
<tr>
<td>6</td>
<td>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.</td>
<td>Section D</td>
</tr>
<tr>
<td>7</td>
<td>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.</td>
<td>Section D</td>
</tr>
<tr>
<td>8</td>
<td>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.</td>
<td>Referral Form – Appendix II</td>
</tr>
<tr>
<td>9</td>
<td>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.</td>
<td>This document</td>
</tr>
<tr>
<td>10</td>
<td>Each School is responsible for developing an annual School Engagement Monitoring Plan which must include the definitions of engagement points and the pattern of engagement and attendance points throughout the year for particular cohorts of students; procedures and responsibilities for the entry of engagement data into EUCLID.</td>
<td>School plan template – emailed 14/9/16</td>
</tr>
</tbody>
</table>
SECTION B

Responsibility for implementing the Tier 4 Attendance and Engagement Policy

This section details specific responsibilities for meeting the compliance requirements associated with the University’s Sponsor Licence, and relates to Point 1 of the UoE Tier4 Policy: oversight and responsibility for the implementation of the Tier 4 Student Attendance and Engagement Policy.

- Student responsibilities
- School responsibilities
- College responsibilities
- Student Administration responsibilities

Student responsibilities

Although students are not directly involved in the implementation of the Tier 4 Student Attendance and Engagement policy, individual Tier 4 students are ultimately responsible for complying with the conditions of their visa. Schools must support such students to understand their responsibilities.

The new EUCLID developments relating to CAS issuance will become the official student sign-up for sponsorship. This will make the terms and conditions of sponsorship clear to the student and will centrally record a student has agreed to these.

### Tier 4 Student Responsibilities

<table>
<thead>
<tr>
<th>Registering and matriculating</th>
<th>The student must be fully registered and enrolled on their course by the required date, including paying relevant tuition and accommodation fees, to ensure continued registration.</th>
</tr>
</thead>
</table>
| Attendance/Engagement and academic progress | The student has to be in satisfactory attendance and making progress on their Programme within the University’s academic rules. (DRPS, Appendix IX)  
- The student has to attend central ‘Attendance’ Contact Points (referred to as census points). Student will be notified in advance of these dates, and it is necessary for the student to attend these. If this is not possible the student has to notify the University why they are unable to attend so an exemption can be recorded.  
- The student will have their engagement with their studies monitored. If a school is concerned about a student’s lack of engagement, an email will be sent to indicate the concern and, when required, a meeting arranged to explore the reasons.  
- The student must tell their School about any planned or unplanned absences that affect their ability to attend classes. This includes the requirement to submit a self-certified statement of Illness/Absence if the non-attendance is for less than 7 days.  
- If a student needs to be absent for 14 days or longer, they have to request permission to be absent from your School. In considering whether or not to authorise this absence, the student’s ability to submit assessments, sit examinations and progress will need to be considered before the request is approved.  
- If a student requires an Interruption of Study this must be approved in advance by the School or College. If the interruption to a student’s study is for 60 days or more (in total), the University has to withdraw sponsorship which will result in the UKVI curtailing the students visa.  
- Any temporary period of study away from Edinburgh must be approved in advance by the School or College. This requires a student to have a Leave of Absence form approved for study away, e.g. on fieldwork or study at a partner institution. Without approval a student could find they have been recorded as being not in attendance rather than ‘exempt’ at a Contact Point which would cause their absence to be escalated. |
Informing the University of changes

- The student must keep their contact details on the student portal up to date so that the University can contact them when required.
- It is crucial that a student notifies the University of any change that could affect their immigration status. If a student has any questions or concerns, then direct them to contact an international student advisor in the Student Advisory Service (see section G, page 18).

Consequences of poor attendance or engagement

- If a student has been alerted about their attendance or engagement not being satisfactory they will receive an email communication from the University. It is essential for a student to respond promptly to this communication as requested. Failure to respond may put a student’s visa at risk and as a consequence their ability to remain in the UK may be jeopardised.

School responsibilities

The School has to provide assurance to the College that its processes and procedures are working in practice. This involves:

- Preparing an annual School Engagement Monitoring Plan for submission to the College for approval by the College Registrar
- Regularly reviewing their students’ records to identify any cause for concern or lack of academic engagement
- Communicating with students regarding non-attendance concerns; providing necessary support as required; ensuring appropriate follow up action is taken and recorded; progressing persistent non-compliance concerns through the Escalation Procedure
- Regularly communicating operational compliance requirements to all Tier 4 School practitioners (academic and professional services staff)

Documents can be inspected on audit at any time and must be retained until at least one year following the end of the student studies at the University (online or paper format)

HEAD OF SCHOOL (HoS)

(Reports to Head of College)

Descriptor

- Annually approves School Engagement Monitoring Plan (NB. Due to timescales, this is not required for 16/17 School plans)

Responsible for

- Ensuring monitoring of Tier 4 student attendance and engagement is active, timely, and that robust processes and procedures are operationally compliant with the requirements of UoE policy
- Ensuring procedures are effectively implemented, regularly tested and reviewed
- With the Director of Professional Services (DoPS), has overall responsibility for UKVI sponsor obligations within their School

DIRECTORS OF PROFESSIONAL SERVICES (DoPS)

(Reports to Head of School and College Registrar)

Descriptor

- Supports all Tier 4 School practitioners to meet the compliance requirements detailed in the College Handbook and outlined in School Engagement Monitoring Plan
| Responsible for | • Supporting their Tier 4 Contact Officer and all other staff involved in monitoring and reviewing student engagement, ensuring this is undertaken in line with the School Engagement Monitoring Plan  
• With the HoS, has oversight for ensuring the School is meeting its obligations and following the procedures it has detailed in its Engagement Monitoring Plan |

<table>
<thead>
<tr>
<th>SCHOOL TIER 4 CONTACT OFFICER</th>
<th>(Reports to DoPS and College Head of Academic Affairs)</th>
</tr>
</thead>
</table>
| Descriptor | • Designated School contact responsible for responding to and reporting on UG/PGT/PGR Tier 4 attendance and engagement queries and concerns  
• Key contact for School in relation to Tier 4 matters pertaining to its students; and for senior staff across both central and College administration in relation to Tier 4 matters regarding students of their School |

<table>
<thead>
<tr>
<th>Responsible for</th>
<th>School Plan</th>
</tr>
</thead>
</table>
| | • Overseeing School based operational compliance requirements to implement the Tier 4 student Attendance and Engagement policy defined within an annually approved School Engagement Monitoring Plan  
• Ensuring the Contact Point schedule is accurately reflected in the School Engagement Monitoring Plan and a “golden copy” is logged centrally on the Tier 4 Managed Migration for Staff wiki |

| Communication | • Key contact for communications to and from the International Office and Student Administration relating to Tier 4, ensuring updates are appropriately communicated to School staff  
• Acting as School contact for College and University administration in relation to Tier 4 and for Home Office audit visits, assisting in preparations for and fulfilling requirements of internal/external audits  
• Checking University policies and guidelines relating to Tier 4 are effectively implemented and adhered to within the School, and that School staff are aware of their duties and obligations in relation to the University’s Tier 4 sponsor licence  
• Representing the School at the Tier 4 Contact Forum and attending training sessions provided by Student Administration and/or the International Office  
• Ensuring the School widely and regularly communicates the important role of academic and professional services staff in ensuring the maintenance of the University’s sponsor licence  
• Assists staff from Student Administration, the International Office and the College as required |

| Processes and Procedures | • Regularly reviewing central University guidance and documentation via the Tier 4 Managed Migration for Staff wiki to ensure that their knowledge and understanding of Tier 4 is up to date  
• Checking procedures are being followed when academic decisions have been made (for example: progression, Interruption of Studies, withdrawal, exclusion)  
• Ensuring that the specific impact of such actions in relation to Tier 4 international students, including the broader implications for students’ current and future immigration is managed accordingly  
• Ensuring Contact Points are recorded routinely as required across the year, and that accurate data is recorded/updated using robust and well documented processes  
• Ensuring the School has established procedures for students who are away from the University (internships/work placements, conference attendance, study abroad) and that these procedures are followed and appropriately recorded on EUCLID.  
  o It is the School’s responsibility to maintain regular communication with the host/partner organisation/institution  
  o The School must ensure the timely receipt of evidence verifying ongoing student engagement during time away from the University, and record such evidence on EUCLID  
• Ensuring the School adheres to established procedures for immediately reporting relevant changes to student circumstances to College and Student Administration; raising staff awareness of the implications for a student's current and future immigration status in the UK of failing to do so |
Overview

- School Tier 4 Contact Officers have delegated responsibility to oversee School based compliance in relation to the University’s legal duties and obligations as a sponsor
- However, some tasks relating to defining Contact Points, entering data into EUCLID, reviewing data and following Escalation Procedures may be undertaken by other colleagues in the Teaching Organisation, Graduate School or Student Support Team
- It is therefore crucial that clear lines of operational responsibility are detailed in the School Engagement Monitoring Plan, specifying which person or section has operational responsibility for the required task

PERSONAL TUTORS (PTs) / STUDENT SUPPORT TEAM (SST)

http://www.ed.ac.uk/students/academic-life/personal-tutor

Responsibilities

- A PT will provide a student with academic guidance and will help a student reflect on their academic progress. The PT, and Student Support Team, will provide advice on the wider network of specialist student support services at the University.
- Will record engagement point in the EUCLID Engagement tab in the student's EUCLID record and meet/communicate with the student if non-attendance has been reviewed as a concern.

PGR SUPERVISORS

(Reports to Director of Research and HoS)

Responsibilities

- The Principal Supervisor (or Lead Co-Supervisor) recording each Contact Point in the EUCLID Engagement tab in the student's EUCLID record.

The following information is required:

- Event Type (meeting or other)
- Event Description (the name of the engagement point)
- Event Date
- Organiser (Supervisor)
- Completed (Yes or No)
- Notes

The Notes field must contain a minimum of two sentences explaining the details of the engagement point. Supervisors must not report or upload any confidential information/documents (e.g. Annual Reports, for which there is now a separate system available).

College responsibilities

The College has to provide assurance to the University that its processes and procedures are working in practice. This entails:

- Providing support and guidance to ensure Schools are fully implementing their School Engagement Monitoring Plans
- Undertaking regular inspections of Schools by sampling individual student records, and taking follow-up action where necessary

COLLEGE REGISTRAR

(Reports to Head of College and the Home Office Compliance Group)
### Responsible for
- Strategic responsibility for compliance and engagement monitoring across all Schools, supported by Head of Academic Affairs.

### College Head of Academic Affairs
(Reports to College Registrar)

<table>
<thead>
<tr>
<th>Responsible for</th>
<th></th>
</tr>
</thead>
</table>
|                  | Convenes Tier 4 Contact Officers’ Forum  
|                  | Reviews School Engagement Monitoring Plans to ensure compatibility with University regulations, policies and procedures  
|                  | Ensures School and College documentation receives College approval |

### College Student Engagement Officer (Tier 4)
(Reports to Head of Academic Affairs and College Registrar)

<table>
<thead>
<tr>
<th>Descriptor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides support to Schools within the College to aid the creation and implementation of School Engagement Monitoring Plans, ensuring the University’s legal duties and obligations as a sponsor are maintained</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible for</th>
<th></th>
</tr>
</thead>
</table>
| Undertaking School audit visits each semester (themed visits/report analysis looking at particular cohorts of students across the College)  
| Liaising closely with central Immigration Compliance Team and International Office concerning updates and changes to Home Office guidance, helping to communicate these changes to Schools  
| Checking each School is fully compliant with the requirements of the University’s Attendance and Engagement Policy  
| Escalating issues if there are delays or difficulties accessing School data: reporting such issues immediately to the School Tier 4 School Contact; passing on to HoS and/or DoPS for action if required  
| Checking Schools are reviewing their student engagement records regularly and action is taken promptly to act on non-engaging students  
| Checking local School records can be made available for inspection and audit requirements when requested  
| Checking that any changes in Tier 4 student status are reported immediately to Student Administration in accordance with University policy  
| Supporting College Deans during exclusion interviews, as necessary |

### Student Administration responsibilities

Student Administration set up the schedule of centrally monitored ‘Attendance’ Contact Points (formerly “Census Points”) are integral to the University’s current approach to monitoring. There are 5 sessions throughout the academic year:

- 3 for UG students  
- 4 for PGT students  
- 5 for PGR students

See [http://www.ed.ac.uk/student-systems/key-dates](http://www.ed.ac.uk/student-systems/key-dates)

‘Attendance’ Contact Points provide an opportunity to ensure that passport and visa information the University holds for Tier 4 students is up to date and accurate.
SECTION C

Identifying Annual Contact Points

This section deals with Point 2 of the Tier 4 Student Attendance and Engagement Policy: each School must identify 10 Contact Points throughout each academic year. These points should be spread evenly throughout the academic year, for each year of the programme of study, and must involve a mixture of both ‘attendance’ and ‘engagement’ points. The ‘attendance’ points are organised and monitored by Student Administration, and Schools identify and monitor the ‘engagement’ points.

Attendance Contact Points - arranged by Student Administration

This section deals with Point 3 of the Tier 4 Student Attendance and Engagement Policy: ‘attendance’ points organised, monitored and recorded by Student Administration. All students studying at the University on a Tier 4 visa are expected to attend Tier 4 Attendance Contact Points.

When is it permissible for a Tier 4 student to be absent from a centrally arranged Attendance Contact Point?

- If the student has officially completed their programme
- If the student is on an Authorised Interruption of Studies during the week of the Attendance Contact Point
- If the student is away from the University, recorded as an approved Leave of Absence on EUCLID, during the week of the Attendance Contact Point

<table>
<thead>
<tr>
<th>Attendance Points</th>
<th>Time of year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation of Attendance (element of matriculation)</td>
<td>September</td>
</tr>
<tr>
<td>Central Attendance Contact Points</td>
<td>October 24th - 28th Oct 2016</td>
</tr>
<tr>
<td>Attendance at an examination diet*</td>
<td>December (where applicable)</td>
</tr>
<tr>
<td></td>
<td>May / June (where applicable)</td>
</tr>
</tbody>
</table>

*Student Administration will only record in EUCLID whether a student has attended at least one examination in the diet. It will not record all exam attendance. Schools will receive information from Student Administration detailing absences from exams, which can be used for pastoral purposes. It will also highlight absences by Tier 4 students, so that Schools may explore the cause of the absence.

Non-attendance at a central Attendance Contact Point

Failure to attend a central Attendance Contact Point may result in the student being excluded from the University. By Failing to attend a student would be deemed to be ‘not in attendance’, and therefore failing to meet the requirements of their Tier 4 sponsorship.

Actions when a School notified of a missed Attendance Contact Point

A School will be informed by email after a central Attendance Contact Point if any of their students have not been in attendance. The School is expected to make enquiries to ascertain the whereabouts of their student
and circumstances of the non-attendance to establish if there is a satisfactory reason why the student should not be excluded from their studies. If neither the investigation by the School nor Student Administration is conclusive, the student’s details will be passed to the Home Office and the University’s sponsorship of the student will be curtailed.

Engagement Contact Points - arranged by Schools

This section deals with Point 4 of the Tier 4 Student Attendance and Engagement Policy: Schools must define a sufficient number of engagement Contact Points for each cohort of students, to ensure that each student will have at least 10 Contact Points (attendance and engagement) throughout the year.

| The Compliance Team will support Schools to select appropriate Contact Points to include in their School Engagement Monitoring Plan monitoring schedules. |

Engagement activity Schools can use as Contact Points:

- Mandatory teaching activities as defined in programme handbooks
- Other teaching activities: activities that are typical for a student on a programme to attend (labs, lectures, tutorials)
- Submission of assessed work (assignments) or other submissions (class tests)
- Programme induction sessions
- Submission of coursework, either in-person or electronically
- Attendance at feedback or feed-forward events
- Achieving research or writing-up milestones as per agreed schedule/timeline or research plan (chapters, seminar submissions)
- Meetings with PTs/PhD supervisors
- Vivas or presentations of project work
- Laboratory practical sessions
- Lectures or specific seminars/tutorials
- Students on placements/Study abroad – Contact Points should be arranged as recorded progress emails

Activity Schools should not use as Contact Points:

Schools should not create ‘artificial Contact Points’, such as ‘sign-ins’ that do not link to teaching or learning.

<table>
<thead>
<tr>
<th>School concession for 16/17: Examinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>It has been customary for Student Administration to record exam attendance for only one exam per diet for Tier 4 students and the College recognises the University’s preference that Schools do not use this data as an engagement Contact Point. However, for 16/17 only, College will grant Schools permission to continue to use exams as a Contact Point within School Engagement Monitoring Plans.</td>
</tr>
</tbody>
</table>
SECTION D

Recording and Reviewing Engagement Contact Point Information

This section deals with Point 5 of the Tier 4 Student Attendance and Engagement Policy: EUCLID must be used to record the attendance and engagement records of individual students. EUCLID will be used to demonstrate that attendance and engagement is being recorded for students and that non-attendance is recorded and/or noted and acted upon. These records must be kept up to date.

Systems and Support

Guidance on the use of the IT tools for recording attendance and creating and maintaining engagement events in EUCLID can be found on the Student Systems web page:
http://www.studentsystems.ed.ac.uk/staff/user_guides/student_engagement/index.htm

Guidance on the use of the IT tools for reporting on the attendance and engagement data in EUCLID can be found on the Student Systems web page:
https://www.wiki.ed.ac.uk/display/IP/Engagement+Monitoring+Toolkit

Regularly monitoring system reports will determine whether action should be taken and what appropriate action needs to be initiated, including following up with the student if their non-attendance requires escalation. Collection of engagement data and its subsequent upload into the EUCLID Engagement tab must be done promptly, so that timely review of the data can be undertaken.

Note: there is currently no direct link between the Personal Tutor Notes and Engagement Tab in EUCLID. If a PT/Supervisor wishes a meeting to be considered an engagement event, then this must be separately entered into the Engagement Tab.

School Review

This section deals with Point 6 of the Tier 4 Student Attendance and Engagement Policy: Schools are required to frequently review the data for students owned by their School and recorded on EUCLID on a regular basis.

Schools have to review their student records regularly and act on any non-attendance alerts provided by Student Administration. Schools need to look for any missed Contact Points where there has been no exemption recorded. If a Contact Point has been missed without approval this must be investigated. The School must communicate with the student to ascertain the reason for the absence, offer support and record the status of the investigation on EUCLID.
SECTION E

Investigation and Escalation Procedure

This section deals with Point 7 of the Tier 4 Student Attendance and Engagement Policy: frequent reviews of student records will highlight whether action is required by Schools and what form that action should take, in line with the Escalation Procedure.

Schools should treat Escalation Stages as opportunities to intervene and communicate support available to assist a student to complete their programme of study. Recording this communication with a student ensures that any concern can be tracked and allows for this evidence to be available to audit.

Each Escalation Stage should be recorded in the appropriate numbered escalation tab in EUCLID. If, after investigation, it is found that the student’s engagement is evidenced as satisfactory after all, the alert need not be progressed any further and this should be noted in EUCLID.

Non-attendance at ‘Attendance’ and ‘Engagement’ Contact Points

A non-attendance at a scheduled Contact Point has to be investigated. However, as some Contact Points (attendance points) are centrally managed by Student Administration and others (engagement points) by a School, there are two processes of investigation in operation.

A non-attendance concern at a missed Contact point does not need to be escalated if an alternative engagement is recorded in EUCLID within 5 days. If no other evidence of engagement is available, the student has to be progressed through the Escalation procedure.

When there has been an absence at a Contact Point the School must investigate:

- If the Contact Point was a course work submission date and an alternative submission date can be arranged, the missed Contact Point should not be escalated
- If the Contact Point was a missed workshop/event and mitigating circumstances were approved but not entered in EUCLID, the missed Contact Point should not be escalated
- If the Contact Point was a missed meeting and an alternative was promptly arranged, the missed Contact Point should not be escalated

Centrally managed ‘Attendance’ Contact Points

If a student fails to attend a centrally arranged Attendance Contact Point, Student Administration will attempt to make contact with the student. If Student Administration do not receive a response within 1 week, the ‘owning’ School will be contacted by Student Administration and given 5 days to check for alternative confirmation of attendance and engagement. If Student Administration do not receive communication from the student directly or alternative confirmation from the School, they will proceed to exclude the student. A student may also be excluded by Student Administration for failure to confirm attendance at matriculation.

Escalation Procedure

There are 4 distinct stages in the Escalation Procedure (see Table 1). Each Stage requires an email communication to be sent out to a student and follow up action to be taken when required. The Escalation Procedure is a formal, recorded structure of communications with such students. It facilitates intervention at
each Stage to provide students with any additional support required for them complete their studies, whilst also ensuring the University fulfils its responsibilities as a Tier 4 sponsor.

Students are reminded at every Escalation Stage of their responsibilities and the requirements expected of them to maintain the conditions of their visa. The Escalation Stages allow for defined and recorded points where available support can be formally communicated to a student, whilst detailing the procedure now triggered by their non-attendance actions. Email templates for each Stage of the Escalation Procedure are provided in Appendix VIII for Schools to use to communicate with their students.

Table 1

| Escalation for non-attendance at School ‘engagement’ Contact Point |
|---|---|
| **Steps** | **Description** | **Responsibility for communicating with student** |
| Escalation Procedure Awareness | School - Email template 1, Appendix VIII, page 31
Schools can choose to attach suggested illustration – page 16. |
| 1 | Escalation Stage 1 | School - Email template 2, Appendix VIII, page 32 |
| 2 | Escalation Stage 2 | School - Email template 3, Appendix VIII, page 33 |
| 3 | Escalation Stage 3 | School - Email template 4, Appendix VIII, page 34 |
| 4 | Escalation Stage 4 | College - Referral to College Form Appendix II, page 23
(Review of information submitted; student may be interviewed) |

Table 2

| Communication for non-attendance at a central ‘attendance’ Contact Point |
|---|---|
| **Steps** | **Description** | **Responsibility for communicating with student** |
| 1 | Non-attendance at an attendance Contact point | **Student Administration** - will contact the student (attempts are made over 1 week) |
| 2 | No communication from student received | **Student Administration** - will contact the School (Email sent to School Appendix IV, page 27)
The School has 1 week to prompt a response from the student |
| 3 | No contact from student via the School and no recent recorded academic participation | **Student Administration** - will email the student and inform the School of their action to exclude the student |

Escalation procedure student awareness communication

The College recommends that Schools issue an email to all Tier 4 students at the beginning of each semester to explain the Escalation Procedure (Email template - Appendix VIII, page 31). This communication should advise students that active engagement is expected on their programme and to highlight how to contact relevant members of support staff to discuss any issues they may be experiencing. It should also detail what will happen if a scheduled Contact Point is missed and the potential consequences of non-attendance on their visa and leave to remain in the UK.
Illustration of the Escalation Procedure

If a School would like to use this illustration this can provided by the College as a pdf.

The Escalation Procedure applies to the whole academic year. Every academic year the escalation procedure will be reset.

1. **School - Escalation Stage 1**
   If one scheduled Contact Point is missed without explanation, then an email message (based on Email template 1, Appendix VIII) from the School should be sent to remind the student that active engagement is expected on their programme. This email should also outline how to contact relevant members of support staff to discuss any issues. If the student has engaged with their studies within **5 days**, the alert can be closed without any Escalation Stage being noted. If there is no engagement and the investigation cannot be closed within 5 days, the event will be recorded as **Escalation 1**.

2. **School - Escalation Stage 2**
   If a second scheduled Contact Point is missed within an academic year, without explanation, then a formal email message (based on Email template 2, Appendix VIII) from the School should be sent to remind the student that active participation is expected on their programme, and they have now triggered the second stage of the Escalation Procedure. The School should advise the student to have an informal face to face meeting (alternatively skype or email, depending on the student circumstances) arranged with their PT/Student Support Team or PhD Supervisor to discuss any issues. This meeting must take place within 5 days of the missed Contact Point. The meeting must be recorded on EUCLID to close this stage of the procedure.

3. **School - Escalation Stage 3**
   If subsequent scheduled Contact Points have been missed within an academic year, without explanation, then a formal email message (based on template 3. Appendix VIII) from the School should be sent to advise the student that their academic engagement is being formally investigated. The School must arrange a formal meeting between the student and the Senior Tutor/Head of
Graduate School to discuss any issues. The meeting must be recorded on EUCLID to close this stage of the procedure.

4. College - Escalation Stage 4 (Referral to College for Exclusion)

When a School has progressed through Escalation Stages 1-3 with a student but engagement issues remain unresolved, the student must be referred to College (using the referral form Appendix II).

The referral, along with any supporting documentation, will be carefully considered by an appropriate Dean (who may require the student to attend an interview). The Dean will consider any remaining options for academic progression with reference to the University’s academic regulatory framework, including the Procedure for Withdrawal and Exclusion from Studies.

The student will be notified of the decision of the Dean, by email, as soon as possible after a referral is received/interview takes place and any necessary changes to the student’s EUCLID record will be actioned by the College Office. The email will be copied to the School for information, with any actions required of the School noted. If the decision is to proceed with exclusion, the Immigration Compliance Team will also receive a copy of this message.

In such cases, the notification email will strongly encourage the student who is being excluded to seek advice from the International Office (visahelp@ed.ac.uk) as soon as possible.

When a student has been excluded (for lack of attendance, engagement or academic progress) this will cancel the University’s education sponsorship for the student to be in the UK. Student Administration report this change of the student’s status to the Home Office and as there may be a delay in the student receiving a communication from the Home Office. It is important to advise the student not to wait for UKVI notification before taking action. Instead, the communication issued to the student by the University’s Immigration Compliance Team should be considered as notification that the 60-day period in which the student is required to leave the UK has commenced.

Section F

School Engagement Monitoring Plans

This section deals with Point 10 of the Tier 4 Student Attendance and Engagement Policy: each School is responsible for developing an annual School Engagement Monitoring Plan, covering all students ‘owned’ by their School.

Students covered by the Contact Point monitoring requirements are all students with a Tier 4 visa:

- across all Colleges and Schools
- all levels and modes of study, i.e. UG, PGT, PGR and Visiting Students
- all fully matriculated students (includes students writing up and on ‘thesis submitted’ status; excludes those on Interruption of Studies)
- includes all locations of studies: applies to on-campus and those on placement, study abroad, etc.

Schools are asked to submit their 2016/2017 School Engagement Monitoring plans to College using the template previously issued, in order to improve the efficiency of the approval process and standardise the content received from Schools across the College. **School plans must be submitted to Alex Laidlaw, Head of Academic Affairs by 28/0916.**
### Section G

University support, College and School contacts

#### University support

<table>
<thead>
<tr>
<th>Area</th>
<th>Email</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT ADMINISTRATION</td>
<td><a href="mailto:Kate.Monroe@ed.ac.uk">Kate.Monroe@ed.ac.uk</a></td>
<td>Compliance Manager – contact for CSE</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Craig.Shearer@ed.ac.uk">Craig.Shearer@ed.ac.uk</a></td>
<td>Head of Student Administration Service</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:compliancestaff@ed.ac.uk">compliancestaff@ed.ac.uk</a></td>
<td>Queries by staff</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:immigrationcompliance@ed.ac.uk">immigrationcompliance@ed.ac.uk</a></td>
<td>Queries by students</td>
</tr>
<tr>
<td>INTERNATIONAL OFFICE</td>
<td><a href="mailto:Euan.Fergusson@ed.ac.uk">Euan.Fergusson@ed.ac.uk</a></td>
<td>Tier 4 policy and guidance</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Alison.McDonald@ed.ac.uk">Alison.McDonald@ed.ac.uk</a></td>
<td>Student immigration and Tier 4 guidance</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:isas@ed.ac.uk">isas@ed.ac.uk</a></td>
<td>Staff and student queries on Tier 4 visa matters</td>
</tr>
<tr>
<td>EXCHANGES</td>
<td><a href="mailto:erasmus.outgoing@ed.ac.uk">erasmus.outgoing@ed.ac.uk</a></td>
<td>Signe Olander - Erasmus Exchange</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:international.outgoing@ed.ac.uk">international.outgoing@ed.ac.uk</a></td>
<td>Thomas Ozers - International Exchange</td>
</tr>
<tr>
<td>COLLEGE</td>
<td><a href="mailto:Alex.Laidlaw@ed.ac.uk">Alex.Laidlaw@ed.ac.uk</a></td>
<td>Head of Academic Affairs - Operational responsibility for compliance and engagement across all Schools in CSE</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Fiona.Hartree@ed.ac.uk">Fiona.Hartree@ed.ac.uk</a></td>
<td>College Student Engagement Officer (Tier 4) – main contact for Schools on Tier 4 matters</td>
</tr>
<tr>
<td>STUDENT SYSTEMS</td>
<td><a href="mailto:Lisa.Dawson@ed.ac.uk">Lisa.Dawson@ed.ac.uk</a></td>
<td>Head of Student Systems Operations - Tier 4 Tools for PGR, PGT and UG recording</td>
</tr>
<tr>
<td>INTERNATIONAL OFFICE</td>
<td>Email: <a href="mailto:visahelp@ed.ac.uk">visahelp@ed.ac.uk</a></td>
<td>International Student Advisory Service (ISAS)</td>
</tr>
<tr>
<td></td>
<td>Further information for students: <a href="https://www.ed.ac.uk/international-office/student-advisory-service">www.ed.ac.uk/international-office/student-advisory-service</a></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Further information for staff: <a href="https://www.wiki.ed.ac.uk/display/T4MMSI/Tier+4+Managed+Migration%253A+Staff+Information+Home">https://www.wiki.ed.ac.uk/display/T4MMSI/Tier+4+Managed+Migration%253A+Staff+Information+Home</a></td>
<td></td>
</tr>
</tbody>
</table>
School contacts

Tier 4 Contact Officers are responsible for students at all levels of study, and must be in a position to interpret and react to Tier 4 issues and communications for UG, PGT and PGR students.

<table>
<thead>
<tr>
<th>School of</th>
<th>Tier 4 Contact Officer</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>Ann Haley</td>
<td><a href="mailto:Ann.Haley@ed.ac.uk">Ann.Haley@ed.ac.uk</a></td>
<td>50 5538</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Linda Burns</td>
<td><a href="mailto:Linda.Burns@ed.ac.uk">Linda.Burns@ed.ac.uk</a></td>
<td>50 6451</td>
</tr>
<tr>
<td>Engineering</td>
<td>Victoria Farrar</td>
<td><a href="mailto:V.Farrar@ed.ac.uk">V.Farrar@ed.ac.uk</a></td>
<td>51 9041</td>
</tr>
<tr>
<td>GeoSciences</td>
<td>Faten Adam</td>
<td><a href="mailto:Faten.Adam@ed.ac.uk">Faten.Adam@ed.ac.uk</a></td>
<td>50 5850</td>
</tr>
<tr>
<td>Informatics</td>
<td>Neil Heatley</td>
<td><a href="mailto:Neil.Heatley@ed.ac.uk">Neil.Heatley@ed.ac.uk</a></td>
<td>50 3090</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Fiona Curle</td>
<td><a href="mailto:F.Curle@ed.ac.uk">F.Curle@ed.ac.uk</a></td>
<td>50 5043</td>
</tr>
<tr>
<td>Physics &amp; Astronomy</td>
<td>Rosie Edwards</td>
<td><a href="mailto:Rosie.Edwards@ed.ac.uk">Rosie.Edwards@ed.ac.uk</a></td>
<td>51 7192</td>
</tr>
</tbody>
</table>
# Appendix I

## Definitions

### Academic Year

| Taught programmes (UG/PGT) | As per the published semester dates ([http://www.ed.ac.uk/semester-dates](http://www.ed.ac.uk/semester-dates))  
|----------------------------|--------------------------------------------------|
|                            | Includes exam periods (irrespective of whether student has an exam)  
|                            | Excludes vacations (UG Summer, Christmas & Easter/PGT Christmas & Easter)  
|                            | Excludes Welcome Week  
|                            | Commences from start date recorded on student’s CAS |

| Research programmes (PGR) | Full calendar year from start date on CAS  
|---------------------------|------------------------------------------|
|                          | Excludes University holidays (Christmas)  
|                          | Excludes periods of approved leave, e.g. vacations.  
|                          | Commences from start date recorded on student’s CAS |

### Confirmation of Acceptance for studies (CAS)

A CAS is a virtual document, set up on the Sponsor Management System (SMS) to which both the University and the Home Office have access. A new CAS is required for each new application or programme of studies.

### Contact Points

“Contact Point” is a term used by UKVI, but in a UoE context it is the collective description for the different types of activities referred to as ‘Engagement points’ and ‘Attendance Points’. Schools are required to define and monitor 10 Contact Points which need to be evenly spaced throughout an academic year.

### School Contact Points (sometimes referred to as ‘Engagement Points’)

These are points arranged by each School and will vary across School/student cohort/year and programme. School Engagement Plans must specify Contact Points for each type of student cohort and year of study. School Contact Points should consist of formal academic activity that allows the School and the University to determine whether or not a student is engaging in their course or programme.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory teaching activities</td>
<td>As defined in programme handbooks. Mandatory lectures, labs, tutorials etc. Presence at and engagement with these are a prerequisite to successful completion of a course or required for progression.</td>
</tr>
<tr>
<td>Other activities</td>
<td>If a programme does not have mandatory activities, then teaching activities which it would be considered typical for a student on a programme to attend can be used (labs, lectures, seminar, tutorials, etc.)</td>
</tr>
</tbody>
</table>
| Academic/Student Meetings     | - Personal Tutor meetings.  
|                               | - PhD supervisor (principal and assistant) meetings.  
|                               | These Contact Points may be undertaken by face-to-face contact or via electronic media (e.g. Skype, email)                                                                                          |
Submission

- Coursework and other relevant submissions (assessed or unassessed)
- Class tests
- PhD chapter and seminar submissions, publications generated, annual progression reviews, oral examination or vivas
- Research-method or research-panel meetings

Attendance within an exam diet is collected by Student Administration. For 15/16 Schools who had previously used exam attendance as a Contact point can continue to do so for 16/17.

CENTRALLY MANAGED CONTACT POINTS (SOMETIMES REFERRED TO AS ‘ATTENDANCE’ POINTS)

Centrally collected and arranged by Student Administration. These are monitored and recorded on a student’s record to assist the University (in combination with School Contact Points) in determining whether or not a student is engaging with their course or programme, and/or complying with programme or visa requirements.

Mandatory Attendance Points for students holding a Tier 4 Visa include:

- Attendance (“Census”) Points: students holding a Tier 4 visa are required to attend in person; take place throughout the academic year
  See [http://www.ed.ac.uk/student-systems/key-dates](http://www.ed.ac.uk/student-systems/key-dates)
- Confirmation of Attendance: an element of matriculation
- Attendance at least one examination within an examination diet (where exams are part of a student’s programme or course of study)

ESCALATION PROCEDURE

Internal procedure of communication and follow up actions when there has been an identified non-attendance at scheduled Contact Point(s). The Procedure allows for a robust recorded series of communications (Escalation Stages 1-3) with a student. At stage 4, the student is referred to College for the case to be considered under the Procedure for Withdrawal and Exclusion from Studies.

HOST INSTITUTION

The partner university/institution, located in the exchange/study abroad destination country, at which an exchange student studies for a designated period of their programme.

NON-ATTENDANCE PATTERN

Can refer to missed Contact Points that have occurred which need to be dealt with via the Escalation Procedure. It can also refer to any other absences at activities that have not been defined as Contact Points, but when the regularity of non-attendance suggests a pattern which raises concern.

These concerns should be investigated to identify any issues and ensure the student is receiving adequate support to progress. Examples could include: irregular attendance at activities fundamental to the programme of study, but not counted as Contact Points; extended periods of non-attendance at academic activities not designated as Contact Points; or, a series or pattern of “exemptions” recorded against formal Contact Points.

NON-ATTENDANCE CONCERN

The failure of a Tier 4 student to attend a designated Contact Point, when there is no exemption in place and no communication from the student has been received to explain the absence. It also refers to patterns of non-attendance at other programme-related activities between formal Contact Points that may be taken into account when assessing overall non-attendance patterns.
‘OTHER STUDENT’
A student who is enrolled on a course run by a School other than their ‘owning’ School. The School running the course is not responsible for monitoring the attendance of the student. Schools are responsible for monitoring the attendance of only those students enrolled in programmes they own (irrespective of the individual courses such students are enrolled on, which may be run by other Schools).

OTHER ACTIVITIES
Schools can monitor and record attendance at as many activities as they wish (for purposes other than Tier 4 monitoring); however, only the minimum of 10 activities (to include ‘attendance’ and ‘engagement’ Contact Points) are required as clearly identified formal Tier 4 Contact Points.

STUDY OR WORK AWAY
All types of remote study or work away, including:
- Work placements
- Study abroad/away
- Writing up
- Split study site

We maintain our sponsorship requirements when such activity is an assessed and integral part of a student’s programme, even if the activity is optional (e.g. optional study abroad). It is essential for audit purposes that Schools are able to produce evidence of continued monitoring of student engagement when students are away from the University in a capacity related to their studies. Contact Points under these circumstances need to evidence contact with students which may be undertaken via progress emails or notes from a Skype communication.

‘HOME’ UNIVERSITY/INSTITUTION
The university/institution at which a student is registered/matriculated for the substantive period of their programme and where the responsibility of fulfilling the sponsorship requirement resides for Tier 4 students.

‘YOUR STUDENT’
A student who is matriculated onto a programme which a School administers and for whom the Personal Tutor/Student Support Team/Programme Director/Postgraduate Research Supervisor is responsible.
Appendix II

Referral to College for Exclusion - Escalation stage 4

This form should be used for ALL students (UG/PGT/PGR)

For use in cases of:
- Exclusion for unsatisfactory academic progress
- Exclusion for non-attendance/engagement (Tier 4 and non-Tier 4 students)

GUIDANCE

Schools must use this form to refer students to College for exclusion under the University’s Procedure for Withdrawal and Exclusion: [http://www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf](http://www.ed.ac.uk/files/atoms/files/withdrawal_exclusion_from_study.pdf)


Students should be interviewed at School level as appropriate/if possible, prior to referral to College. If a student decides to voluntarily withdraw, there is no need to submit an exclusion referral to College.

Students referred to College for exclusion may be interviewed by a Dean, prior to a final decision being made to exclude or to proceed with an alternative course of action (see 12. (i)-(iv) of the Procedure for Withdrawal and Exclusion).

The College’s Deans have delegated authority from the Head of College to authorise the exclusion of individual students.

Students will be notified of outcomes by email, with copy to the School for information (Personal Tutor/Supervisor and Student Support Team/Graduate School Administrator as appropriate). College Academic Affairs will action changes to the student record and notify Immigration Compliance, as required/relevant.

Explanations are included in grey within text boxes; please delete this text and complete text fields in black.

Please submit all forms and supporting documentation by email to: CSE.Progression@ed.ac.uk

For queries, please contact:
UG/PGT: Alan Henderson (Alan.Henderson@ed.ac.uk)
PGR: Julia Ferguson (Julia.Ferguson@ed.ac.uk)
All Tier 4 students: Fiona Hartree (Fiona.Hartree@ed.ac.uk)

---

<table>
<thead>
<tr>
<th>STUDENT DETAILS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UUN</strong></td>
<td><strong>TIER 4 VISA HOLDER?</strong></td>
<td><strong>YES / NO</strong></td>
</tr>
<tr>
<td></td>
<td><strong>FORENAME(s)</strong></td>
<td><strong>SURNAME</strong></td>
</tr>
<tr>
<td></td>
<td><strong>LEVEL OF STUDY</strong></td>
<td><strong>SCHOOL</strong></td>
</tr>
<tr>
<td><strong>UG/PGT/PGR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YEAR OF STUDY</td>
<td>YEAR OF PROGRAMME</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROGRAMME OF STUDY (INC. PROGRAMME CODE)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REASON FOR REFERRAL AND BRIEF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsatisfactory academic progress / non-attendance or non-engagement / lapse of time (PGR)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPECIAL CIRCUMSTANCES/KNOWN ISSUES (IF RELEVANT)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REPORTING SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE SUBMITTED TO COLLEGE OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERRAL FORM COMPLETED BY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCHOOL APPROVAL FOR REFERRAL TO BE SUBMITTED TO COLLEGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STUDENT ATTENDANCE/ENGAGEMENT [TIER 4 STUDENTS ONLY]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide summary of situation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CHRONOLOGY OF SCHOOL ACTIONS: ESCALATION STAGES 1-3 [TIER 4 STUDENTS ONLY]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Example: Stage 1 Follow-up</td>
</tr>
<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Example: Stage 2 Meeting with PT, Supervisor, etc.</td>
</tr>
<tr>
<td>Example: Stage 2 Meeting follow-up</td>
</tr>
<tr>
<td>Example: Stage 3 Meeting with Senior Tutor/Head of Graduate School - student reminded of obligations as a student with a Tier 4 visa</td>
</tr>
</tbody>
</table>
Appendix III

Escalation Stage 4: referral to College for exclusion - College process

Schools use the Referral to College for Exclusion form for Stage 4 Escalation. The College will review the information supplied by the School, in order to make a decision on each case. Students may be required to attend an interview with a Dean prior to a final decision being made. The College will inform the School and the student of the academic determination reached and will amend the student record if required.

1. **Scenario 1**
   - The student does not get in touch or attend the College interview
   - The student will be excluded

2. **Scenario 2**
   - The student supplies information to explain the reason(s) detailed in the referral
   - The information is sufficient for a decision not to exclude or any further action to be taken and Dean supports the student remaining at the University
   - Exclusion not agreed/required
   - New information and any necessary student support actions are passed back onto the School
   - The student has right of appeal. This process does not prevent the UKVI being notified nor should it delay the student arranging to leave the UK

3. **Scenario 3**
   - The student does not supply additional information to prevent an exclusion
   - Exclusion confirmed
   - A letter will be sent to the student via email before the decision is recorded on EUCLID
   - Student Administration will pick up the change of student status and notify UKVI within 10 days
   - The Immigration Compliance team will email the student confirming a report has been sent to the UKVI providing notice of the requirement to arrange to leave the UK
Appendix IV

Immigration Compliance Team request to Schools: missed ‘Attendance’ Contact Point

If a Tier 4 student does not attend the centrally monitored Contact Point as expected, the Immigration Compliance Team will contact the student for up to **one week** to encourage them to attend.

If there is no response to these efforts, the Immigration Compliance Team will pass the details of the student on to the relevant School to ascertain if there are any known circumstances to explain the non-attendance (see email below).

In the event that the Immigration Compliance Team have not seen the student or received a valid reason for their non-attendance within two weeks (10 days) of the missed “Attendance” Contact Point, they will move to exclude the student directly.

Example email from Immigration Compliance Team to School:

**Email header: Action needed: Non-attendance at a central Contact Point**

Dear [Tier 4 Contact Officer]

*I write to you as the named Tier 4 contact for the School of [name], College of Science and Engineering.*

*As you may be aware, the first Tier 4 Contact Point of [academic year] was held between [date] and [date].*

*The following students did not attend the Tier 4 central contact point as expected, nor have they responded to follow-up emails emphasising the mandatory nature of this event:*

<table>
<thead>
<tr>
<th>UNN</th>
<th>Forename</th>
<th>Surname</th>
<th>Programme</th>
</tr>
</thead>
<tbody>
<tr>
<td>S1234567</td>
<td>Joe</td>
<td>Bloggs</td>
<td>BSc Science and Engineering</td>
</tr>
</tbody>
</table>

*Your help in contacting the students and asking that they email immigrationcompliance@ed.ac.uk as a matter of urgency would be very much appreciated, as we are not receiving any response to our messages. Alternatively, should you know of any reason why these students have been unable to attend the central Contact point please notify us as soon as possible.*

*The above students must make contact with this office by 5pm on [date] to ensure that we are meeting the conditions of our Tier 4 Sponsor Licence.*

*Please feel free to contact the Compliance Team should you have any questions.*

*Many thanks in advance of your help with this matter.*

Immigration Compliance  
Student Administration  
The University of Edinburgh
Appendix V

Host Letter template: Work placements/Internships

*Use University headed paper*

[School contact name(s)]  
[School contact number and email]  
[School name and address]  
College of Science and Engineering

[Date]

Dear [title/name]

[Name of student]

The University of Edinburgh is committed to ensuring an excellent experience for our students undertaking a [work placement/internship]. In order to fulfil our duties to our students during such opportunities, it is essential that we are alerted to any changes in circumstances or other issues of concern in relation to their attendance at and engagement with a [work placement/internship] during the time they are away from the University of Edinburgh.

To this end, the University would be most grateful for your assistance and cooperation in reporting any issues relating to [name of student]’s performance whilst on [placement/internship] with [name of organisation/institution].

As a sponsor of international students within the UK immigration system (known as ‘Tier 4’ students), the University of Edinburgh is legally obliged to monitor the attendance and engagement of our Tier 4 students with their programmes of study. Our sponsorship duties require the University to maintain accurate and up to date records of all our students.

In order that we can meet our obligations as [name of student]’s sponsor, I would appreciate it if you could inform the University as soon as possible if [he/she] does not attend or is absent for 10 consecutive days so that the situation can be investigated. Please notify my colleague of any such circumstances, as follows:

[title/name], School of [xx], Tier 4 Contact Officer: [xx]@ed.ac.uk

Thank you for providing our students with such a valuable opportunity with [name of organisation/institution], and for your cooperation and support with the University’s efforts to ensure that our students gain the most from this experience.

Yours sincerely

[signature]

[title/name]  
[role]
Appendix VI

Host Letter template: Study Abroad (Exchange/ERASMUS)

Use University headed paper

[School name and address]
College of Science and Engineering

[Date]

Dear [title/name]
[Name of student]

The University of Edinburgh is committed to ensuring an excellent experience for our students who are studying abroad. In order to fulfil our duties to our students during such opportunities, it is essential that we are alerted to any changes in circumstances or other issues of concern during the time they are away from the University of Edinburgh.

The University of Edinburgh’s International Office is primarily responsible for liaising with our international partners and should be your main point of contact whilst you are hosting our student(s). However, as you may be aware, there are additional requirements for sponsors of international students within the UK immigration system (known as ‘Tier 4’ students). These requirements apply to students we sponsor who are studying outside the UK whilst enrolled on a degree programme at a UK university.

As part of our sponsorship duties, the University of Edinburgh is legally obliged to monitor the attendance and engagement of our Tier 4 students with their programmes of study. The University of Edinburgh remains legally responsible for monitoring the attendance and engagement of Tier 4 students, even when this study is undertaken elsewhere.

As the School within the University of Edinburgh responsible for [name of student], who is a Tier 4 student, we are required to maintain awareness of [his/her] attendance and engagement whilst studying at [name of partner institution]. To this end, the University would be most grateful for your assistance and cooperation in reporting any issues relating to [name of student]’s engagement and performance whilst studying with you.

In order that we can meet our obligations as [name of student]’s sponsor, our Tier 4 Contact Officer, [title/name], will be sending you details of when we require to establish and confirm from you [his/her] attendance/engagement is as we would expect. We would appreciate it if you could inform the University as soon as possible if [name of student] has not been engaging so this can be investigated.

If you have any questions or concerns about these arrangements, or if there is an alternative named contact with whom we should liaise regarding this matter, please contact:
[title/name], School of [xx], Tier 4 Contact Officer: [xx]@ed.ac.uk

As a valued partner of the University of Edinburgh, we thank you for providing our students with the opportunity to study at [name of partner institution], and for your assistance with the University’s efforts to ensure that our students gain the most from this experience.

Yours sincerely
[signature]

[title/name]
Director of Internationalisation
# Appendix VII

## Index of active documentation

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Information source-link</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Regulation</td>
<td>DRPS: Degree Programme Regulations 2016/17</td>
<td><a href="http://www.drps.ed.ac.uk/16-17/">http://www.drps.ed.ac.uk/16-17/</a> (UG: Reg 24; PG: Reg 23)</td>
</tr>
<tr>
<td>7 University Policy</td>
<td>Policy regarding English language entry requirements</td>
<td><a href="http://www.ed.ac.uk/files/imports/fileManager/20141022_English_language_requirements_policy_Final.pdf">http://www.ed.ac.uk/files/imports/fileManager/20141022_English_language_requirements_policy_Final.pdf</a></td>
</tr>
<tr>
<td>11 International Office Guidance</td>
<td>Managed migration wiki</td>
<td><a href="http://www.ed.ac.uk/international-office/immigration/staff-guidance">http://www.ed.ac.uk/international-office/immigration/staff-guidance</a></td>
</tr>
<tr>
<td>13 College Procedure</td>
<td>Referral to College for Exclusion</td>
<td><a href="http://www.ed.ac.uk/science-engineering">http://www.ed.ac.uk/science-engineering</a></td>
</tr>
<tr>
<td>14 College Procedure</td>
<td>Concession form</td>
<td><a href="https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions">https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions</a></td>
</tr>
<tr>
<td>15 College Procedure</td>
<td>Interruption Form</td>
<td><a href="https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions">https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions</a></td>
</tr>
<tr>
<td>16 College Procedure</td>
<td>PGR student Leave of Absence form</td>
<td><a href="https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions">https://www.wiki.ed.ac.uk/display/CSEPGRS/Concessions</a></td>
</tr>
</tbody>
</table>
Appendix VIII

Non-attendance email templates

EMAIL TEMPLATE 1: School to student, Tier 4 requirements awareness communication

Schools are encouraged to formally communicate with their Tier 4 students at least once a semester to remind students of the requirement to be in regular attendance with their programme of studies and to respond promptly to all University communication sent to their student email account. Schools may wish to consider attaching the illustration of the Escalation Procedure detailed on page 16 (this can be supplied as a pdf) to any Tier 4 awareness communications.

Subject: IMPORTANT: Information regarding the conditions of your visa

Dear student [*amend as applicable below]*

We hope you are enjoying your studies at the University of Edinburgh. The School of [xx] is committed to providing an excellent experience for all of our students, and we aim to support each student to achieve their ambitions and successfully progress through their studies.

As an international student on a Tier 4 visa we have certain responsibilities to fulfil as your immigration sponsor during your degree programme. One element of these duties requires us to monitor and record your attendance at and engagement with your academic studies in order that we can support and guide you if you encounter any difficulties. To facilitate this process, we schedule regular Contact Points which are evenly distributed throughout each academic year. These Contact Points are generally embedded within your programme of study, and are points at which we would expect you to be engaged and in attendance if your studies are progressing well.

If you are recorded as absent at a Contact Point, we will email you to check that everything is okay and to find out why you missed the Contact Point. Your University email account is the primary method by which we – and the rest of the University – will communicate with you, and it is essential that you check this account regularly. You must also keep the contact details that the University holds for you up-to-date (see Useful Information, below, for instructions on how to do this).

If we need to email you to find out why you missed a Contact Point, we will be doing this as one of the Escalation Stages within the University’s Escalation Procedure. The email will indicate which Stage of the Escalation Procedure you have triggered.

There are 4 distinct levels in this procedure, including 3 Escalation Stages managed by us at School-level. The 4th Stage involves us referring you to the College, where you may be invited to an interview with the Dean to further explore your circumstances. Each of these Stages reminds you of your responsibilities to maintain your attendance and engagement with your studies as a condition of your visa, and provides you with the opportunity to take appropriate action. Each of the University’s Schools has a named Tier 4 Contact Officer. The Contact Officer for the School of [xx] is: [title/name*, School of [xx*], Tier 4 Contact Officer: [xx*]@ed.ac.uk. If you have any questions about this email, or the procedures outlined within it, you should contact [name of contact officer*].

We have included some information below that you might find useful. In the meantime, we wish you every success in your studies with us.

Yours sincerely

[title/name]

[email signature]

Useful Information

How to keep your contact details up to date: [link to website]

Academic requirements: [add link to the appropriate Degree programme handbook]

Independent support and advice from Students’ Association Advice Place:
[link to website] – or email: advice@eusa.ed.ac.uk

Immigration information, advice and appointments: [link to website] – or email: visahelp@ed.ac.uk
Appendix VIII cont.

Non-attendance email templates

EMAIL TEMPLATE 2: Escalation Stage 1 - School to student

Subject: IMPORTANT: Action required to maintain conditions of your visa

Dear [student] [*delete/amend as applicable below]*

Note: all relevant staff responsible for your academic progress and wellbeing have been copied into this communication.

Our role is to support our international students to complete their studies whilst maintaining our obligations as the sponsor of their visas. You have been made aware that as a condition of your visa and in order to successfully progress through your degree you are expected to be in regular attendance and engaging with your programme of study, as detailed in your programme handbook [link to programme handbook].

Our review procedures indicate that your status at a recent Contact Point was recorded as [non-attendance/engagement/non-submission*]. We have no record that you have provided us with a reason for your [non-attendance/engagement/non-submission*].

It is imperative that you respond as soon as possible to this email and confirm you are able to engage with your studies – or provide a reason for your [absence/non submission*] in order that we can close this non-engagement Contact Point alert.

Failure to communicate with the School will lead to this alert being recorded as an Escalation Stage 1 on your student record. If we do not receive an email from you, you will be contacted again and will have 5 days to reply or be recorded as Escalation 2.

There are 4 stages to our internal Escalation Procedure. If any student - through lack of attendance at, engagement with, or progression through their studies – fails to communicate with us to explain or resolve their situation, their case will be escalated by the School through Escalation Stages 1-3. At Escalation Stage 4, the School is required to refer your case to College for possible exclusion.

At Escalation Stage 4, the College will review the information provided by the School and you may be required to attend an interview with one of the College’s Deans. You will be invited to submit to College any previously unavailable information in mitigation of your [non-attendance/engagement/non-submission*]. The College will review all evidence provided before reaching a decision on the future of your degree studies, which could result in you being permanently excluded from the University.

If there is a satisfactory reason why you have not been able to [attend/submit*] at this Contact Point this information will be recorded and your student record updated to reflect this. You will not receive any further communication regarding this missed Contact Point.

If you are experiencing any issues which are impacting on your ability to fully participate in your programme of study, please contact your PT/Supervisor/Student Support Team for assistance. You may also wish to seek support from the services detailed below.

In the meantime, we wish you continued success in your studies with us, and urge you to respond immediately to this email.

Yours sincerely

[title/name]

[Email signature]

Advice and support

Independent support and advice from Students’ Association Advice Place:
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/ – or email: advice@eusa.ed.ac.uk

Immigration information, advice and appointments: http://www.ed.ac.uk/international-office/immigration – or email: visahelp@ed.ac.uk
Appendix VIII cont.

Non-attendance email templates

EMAIL TEMPLATE 3: Escalation Stage 2 - School to student

Subject: IMPORTANT: Action required to maintain conditions of your visa

Dear [student] [*delete/amend as applicable below]

Note: all relevant staff responsible for your academic progress and wellbeing have been copied into this communication.

Our role is to support our international students to complete their studies whilst maintaining our obligations as the sponsor of their visas. You have been previously reminded – via correspondence sent to you at Escalation Stage 1 - that as a condition of your visa and in order to successfully progress through your degree you are expected to be in regular attendance and engaging with your programme of study, as detailed in your programme handbook [link to programme handbook].

Our review procedures indicate that your status at a recent Contact Point was recorded as [non-attendance/engagement/non-submission*]. We have no record that you have provided us with a reason for your [non-attendance/engagement/non-submission*].

It is imperative that you respond as soon as possible to this email and confirm you are able to engage with your studies – or provide a reason for your [absence/non submission*] in order that we can close this non-engagement Contact Point alert.

Failure to communicate with the School will lead to this alert being recorded as an Escalation Stage 2 on your student record. If we do not receive an email from you, you will be contacted again and will have 5 days to reply or be recorded as Escalation 3.

There are 4 stages to our internal Escalation Procedure. If any student - through lack of attendance at, engagement with, or progression through their studies – fails to communicate with us to explain or resolve their situation, their case will be escalated by the School through Escalation Stages 1-3. At Escalation Stage 4, the School is required to refer your case to College for possible exclusion.

At Escalation Stage 4, the College will review the information provided by the School and you may be required to attend an interview with one of the College’s Deans. You will be invited to submit to College any previously unavailable information in mitigation of your [non-attendance/engagement/non-submission*]. The College will review all evidence provided before reaching a decision on the future of your degree studies, which could result in you being permanently excluded from the University.

If there is a satisfactory reason why you have not been able to [attend/submit*] at this Contact Point this information will be recorded and your student record updated to reflect this. You will not receive any further communication regarding this missed Contact Point.

If you are experiencing any issues which are impacting on your ability to fully participate in your programme of study, please contact your PT/Supervisor/Student Support Team for assistance. You may also wish to seek support from the services detailed below.

In the meantime, I would urge you to respond immediately to this email.

Yours sincerely

[title/name]

[Email signature]

Advice and support

Independent support and advice from Students’ Association Advice Place: https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/ – or email: advice@eusa.ed.ac.uk

Immigration information, advice and appointments: http://www.ed.ac.uk/international-office/immigration – or email: visahelp@ed.ac.uk
Appendix VIII cont.

Non-attendance email templates

EMAIL TEMPLATE 4: Escalation Stage 3 - School to student

Subject: URGENT: Action required to maintain conditions of your visa

Dear [student] [*delete/amend as applicable below]

Note: all relevant staff responsible for your academic progress and wellbeing have been copied into this communication.

Our role is to support our international students to complete their studies whilst maintaining our obligations as the sponsor of their visas. You have been previously reminded – via correspondence sent to you at Escalation Stage 1 and Escalation Stage 2 - that as a condition of your visa and in order to successfully progress through your degree you are expected to be in regular attendance and engaging with your programme of study, as detailed in your programme handbook [link to programme handbook].

Our review procedures indicate that your status at a recent Contact Point was recorded as [non-attendance/engagement/non-submission*]. We have no record that you have provided us with a reason for your [non-attendance/engagement/non-submission*].

It is imperative that you respond as soon as possible to this email and confirm you are able to engage with your studies – or - provide a reason for your [absence/non submission*] in order that we can close this non-engagement Contact Point alert.

Failure to communicate with the School will lead to this alert being recorded as an Escalation Stage 3 on your student record. If we do not receive an email from you within 5 days, the next correspondence you receive will be from the College Office as Escalation Stage 4.

There are 4 stages to our internal Escalation Procedure. If any student - through lack of attendance at, engagement with, or progression through their studies – fails to communicate with us to explain or resolve their situation, their case will be escalated by the School through Escalation Stages 1-3. At Escalation Stage 4, the School is required to refer your case to College for possible exclusion.

At Escalation Stage 4, the College will review the information provided by the School and you may be required to attend an interview with one of the College’s Deans. You will be invited to submit to College any previously unavailable information in mitigation of your [non-attendance/engagement/non-submission*]. The College will review all evidence provided before reaching a decision on the future of your degree studies, which could result in you being permanently excluded from the University.

If there is a satisfactory reason why you have not been able to [attend/submit*] at this Contact Point this information will be recorded and your student record updated to reflect this. You will not receive any further communication regarding this missed Contact Point. However if you are absent at any further Contact Points scheduled for this academic year this again be referred to College as an Escalation Stage 4

If you are experiencing any issues which are impacting on your ability to fully participate in your programme of study, please contact your PT/Supervisor/Student Support Team for assistance. You may also wish to seek support from the services detailed below.

In the meantime, I would urge you to respond immediately to this email.

Yours sincerely

[title/name]

[email signature]

Advice and support

Independent support and advice from Students’ Association Advice Place:

https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/ – or email: advice@eusa.ed.ac.uk

Immigration information, advice and appointments: http://www.ed.ac.uk/international-office/immigration – or email: visahelp@ed.ac.uk
Non-attendance email templates

EMAIL TEMPLATE 5: missed Student Administration ‘Attendance’ Contact Point - School to student

Subject: URGENT: Immediate action required to maintain conditions of your visa

Dear [student] [*amend as applicable below]

Note: all relevant staff responsible for your academic progress and wellbeing have been copied into this communication.

As you are aware, as a student studying at the University of Edinburgh on a Tier 4 visa, it is mandatory for you to be recorded as in attendance and fully engaging with your studies in order for you to continue to participate in your degree programme. We, as your School, are responsible for monitoring your engagement with your studies; however, your attendance is monitored separately, via Attendance Contact Points managed centrally by the Immigration Compliance Team in Student Administration.

The Immigration Compliance Team have informed us that you recently missed a scheduled Tier 4 Attendance Contact Point. They have unsuccessfully attempted to make contact with you several times by email over the last week.

As a matter of urgency, you must email the Immigration Compliance Team (immigrationcompliance@ed.ac.uk) to explain why you missed this Contact Point, in order that they can record a reason for your absence. If you do not take immediate action, the next email you receive will be a formal communication from the Compliance Team, notifying you of your imminent exclusion from the University.

As your School, our role is to support our international students to complete their studies whilst maintaining our obligations as the sponsor of their visas. If you are experiencing any issues which are impacting on your ability to fully participate in your programme of study, please contact your PT/Supervisor/Student Support Team for assistance. You may also wish to seek support from the services detailed below. If there are any issues that are preventing you from engaging with your studies, please inform us of your circumstances by responding to this email by [date*].

It is imperative that you respond to this email and confirm you are able to engage with your studies or provide a reason for your non-attendance at the recent Contact Point. Failure to communicate with the Immigration Compliance Team or ourselves within 5 days of this email may lead to your permanent exclusion from the University, which will curtail your leave to remain in the UK.

I would urge you to deal with this matter immediately, and without delay.

Yours sincerely

[title/name]

[email signature]

Advice and support

Independent support and advice from Students’ Association Advice Place:
https://www.eusa.ed.ac.uk/support_and_advice/the_advice_place/ – or email: advice@eusa.ed.ac.uk

Immigration information, advice and appointments: http://www.ed.ac.uk/international-office/immigration – or email: visahelp@ed.ac.uk
## Appendix IX

### Document Control

<table>
<thead>
<tr>
<th>Document control</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>TBC</td>
</tr>
<tr>
<td>Approving authority</td>
<td>Alex Laidlaw, Head of Academic Affairs</td>
</tr>
<tr>
<td>Consultation undertaken</td>
<td>N/A</td>
</tr>
<tr>
<td>Date of Commencement</td>
<td>1 August 2016</td>
</tr>
<tr>
<td>Amendment dates</td>
<td>N/A</td>
</tr>
<tr>
<td>Date for next review</td>
<td>1 August 2017</td>
</tr>
<tr>
<td>Section responsible for policy maintenance &amp; review</td>
<td>Academic Affairs, College of Science and Engineering</td>
</tr>
</tbody>
</table>
| Related Policies, Procedures Guidelines & Regulation| 1. UoE-Tier 4 Student Attendance and Engagement Policy  
2. CSE-Referral to College for Exclusion  
3. CSE-School Engagement Monitoring Plan  
TEMPLATE 16/17 |
| Policies superseded by this Policy                 | CSE Tier 4 Handbook – Sept 2015 |