

# Being a Student on a Student Visa



**The UKVI Compliance Team –  
Academic Services**

19/09/2019

# Your Responsibilities:

**Engage with  
your course and  
attend regularly**

**Tell us about  
changes to  
your contact  
details.**

**Tell us about  
changes to  
your passport  
or Visa**



# Attendance and Engagement

Attendance Matters- here's why:

<https://youtu.be/ttbuEvCg16E>

# Attendance and Engagement- You need to:

Attend all lectures, seminars and study sessions and live within a commutable distance from the University.

Submit all coursework and attend all examinations and assessments

If you are studying a PhD or Doctorate or for your dissertation course attend monthly supervision meetings

If you are on a work placement- attend your work placement in full and notify your employer if you will be absent for any reason. The University will contact your employer every month to check your attendance.

Log into Study Goal and record your attendance at all seminars and lectures when the tutor has released the Study Goal code.



# Attendance and Engagement

**We also look at your engagement with:**



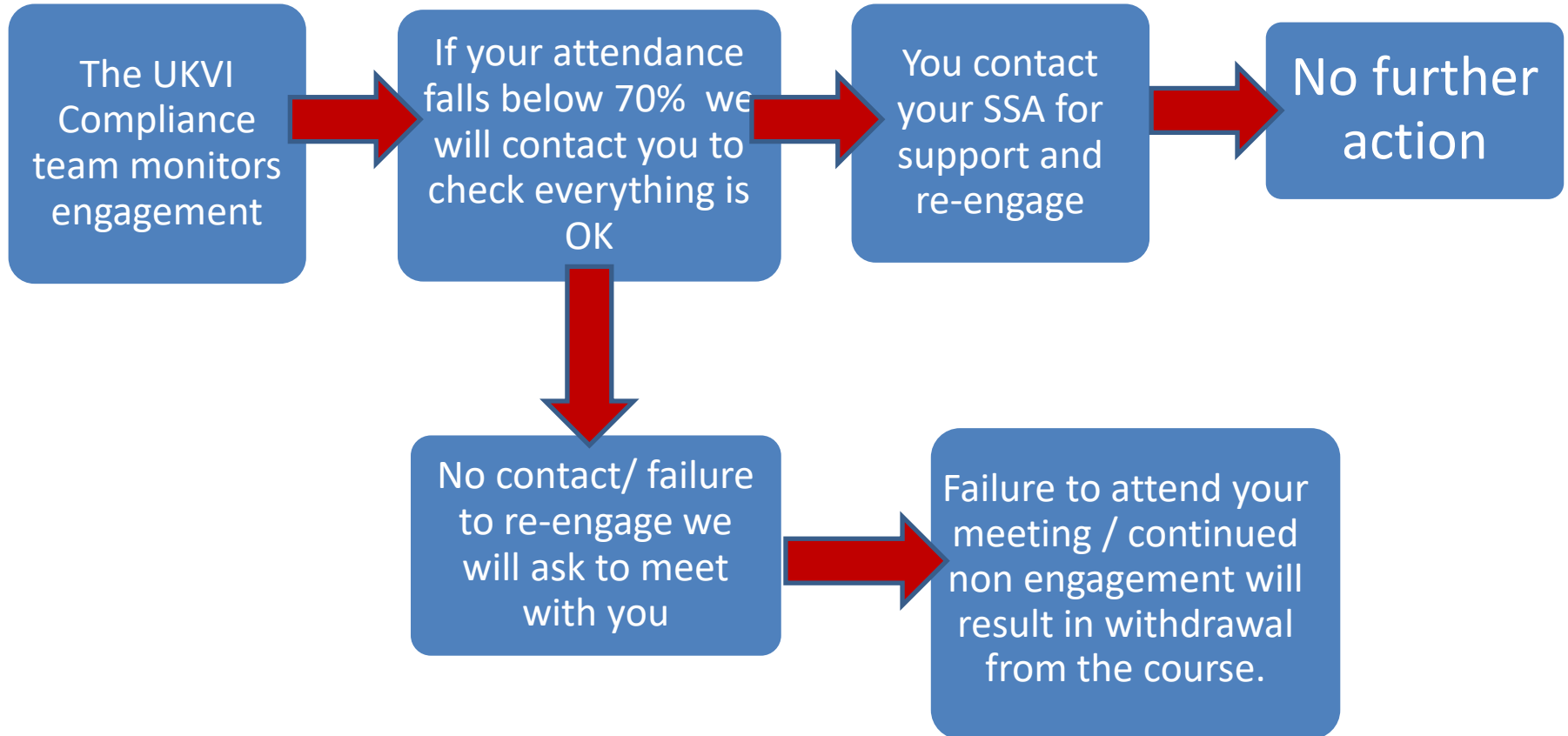
Our Virtual Learning Environment

Your coursework and assessment submissions

Engagement with Dissertation supervision

Your placement- engagement check with your employer

# What happens if you do not engage with your studies?



# Authorised absence:

## What is an authorised absence?

A short period of time when you are unable to attend your classes or lectures due to exceptional circumstances.

If you are unable to attend University for 2 or more days contact Hallam Help and complete an authorised absence form.

Don't book travel or leave the UK until your authorised absence has been approved.

## What is an Exceptional Circumstance?

Sudden and unexpected that has prevented you from engaging with your studies for a short period of time.

Examples would include a short term illness or a death in the family. They do **not** include attending weddings.

If you are going to need to be out of the university for a long time Student Support Adviser will advise on options including a Break in Study. Please note extended periods of time outside of the UK can impact future visa applications.

# Placements:

**Before you start a placement you need to confirm the following to the employability team (this will be shared with UKVI):**

- Start date
- End date
- Employer contact details

## **Attending your placement?**

Employability team contacts employers each month to confirm attendance

It is important to ensure we have the correct contact details for your employer contact

If we do not receive confirmation of your attendance we will arrange to meet with you. Persistent non engagement can lead to withdrawal from your course.



# Reporting to UK Visa and Immigration (UKVI)

The University must notify UKVI of any student who:

completes their course

withdraws or is excluded for any reason\*

suspends their study, takes a break in study or temporarily withdraws\*

transfers to a different course

commences placement

Other work we help with:



CAS extensions



Employer letters



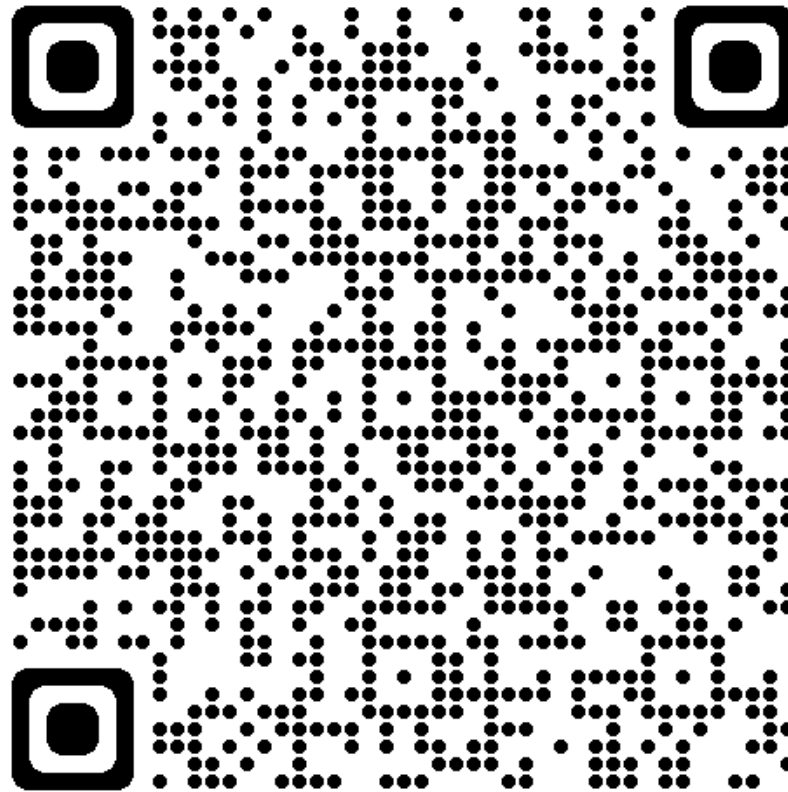
Bank letters

# Helpful Links and Contacts



- Contact the Team through
- Email :[studentimmigrationcompliance@shu.ac.uk](mailto:studentimmigrationcompliance@shu.ac.uk)
- Access Study Goal to record attendance :
  - [Study Goal \(jisc.ac.uk\)](http://jisc.ac.uk)
- [Attendance and Engagement for Student Visa Holders | Sheffield Hallam University \(shu.ac.uk\)](#)

Click Here:



# Thanks for coming

