

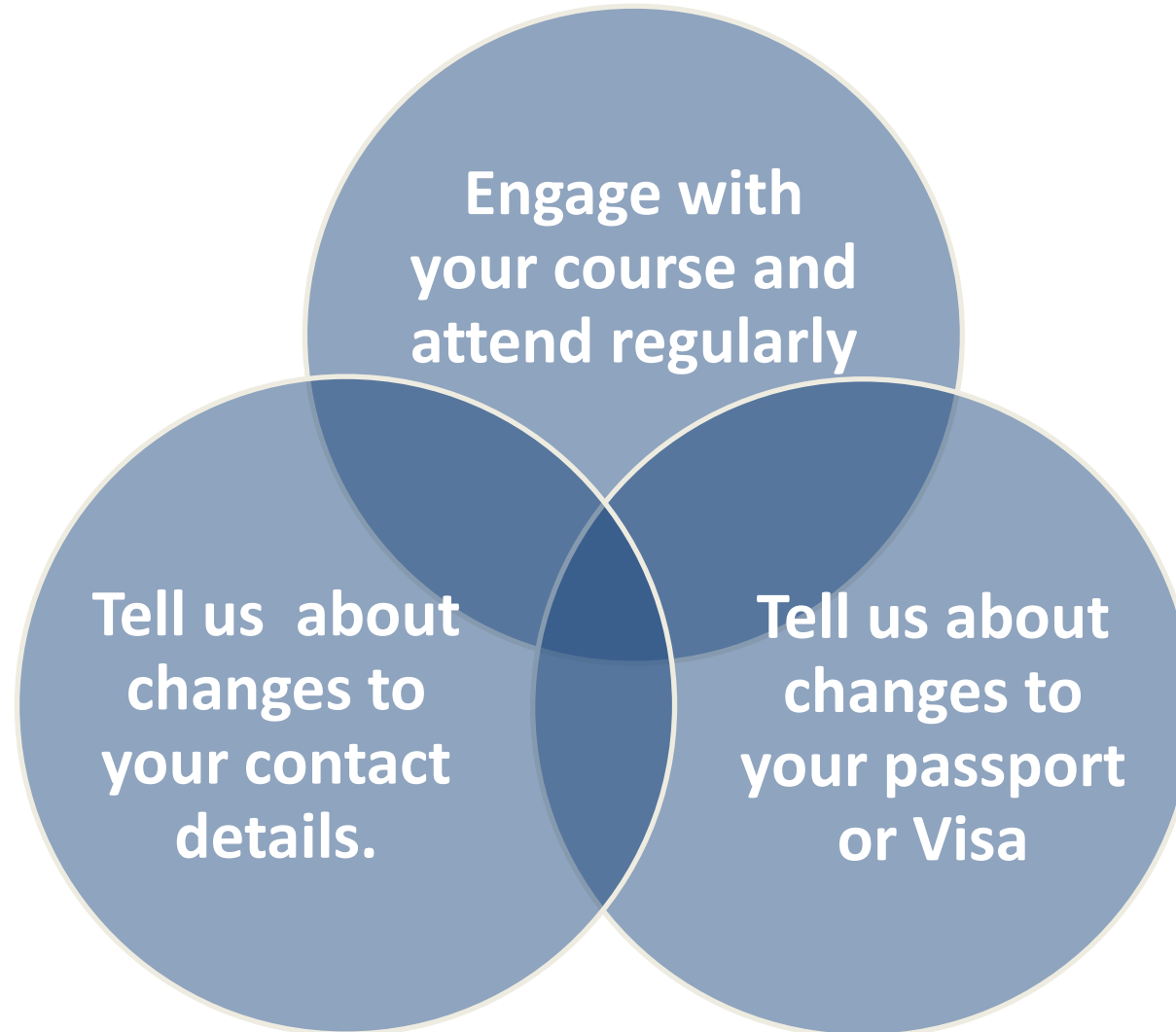
Being a Student on a Student Visa



**Student Policy, Casework
and Compliance**

January 2026

Your Responsibilities:



Attendance and Engagement- You need to:

Attend all lectures, seminars and study sessions and log into Study Goal and record your attendance at all seminars and lectures when the tutor has released the Study Goal code.

Live within a commutable distance of 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

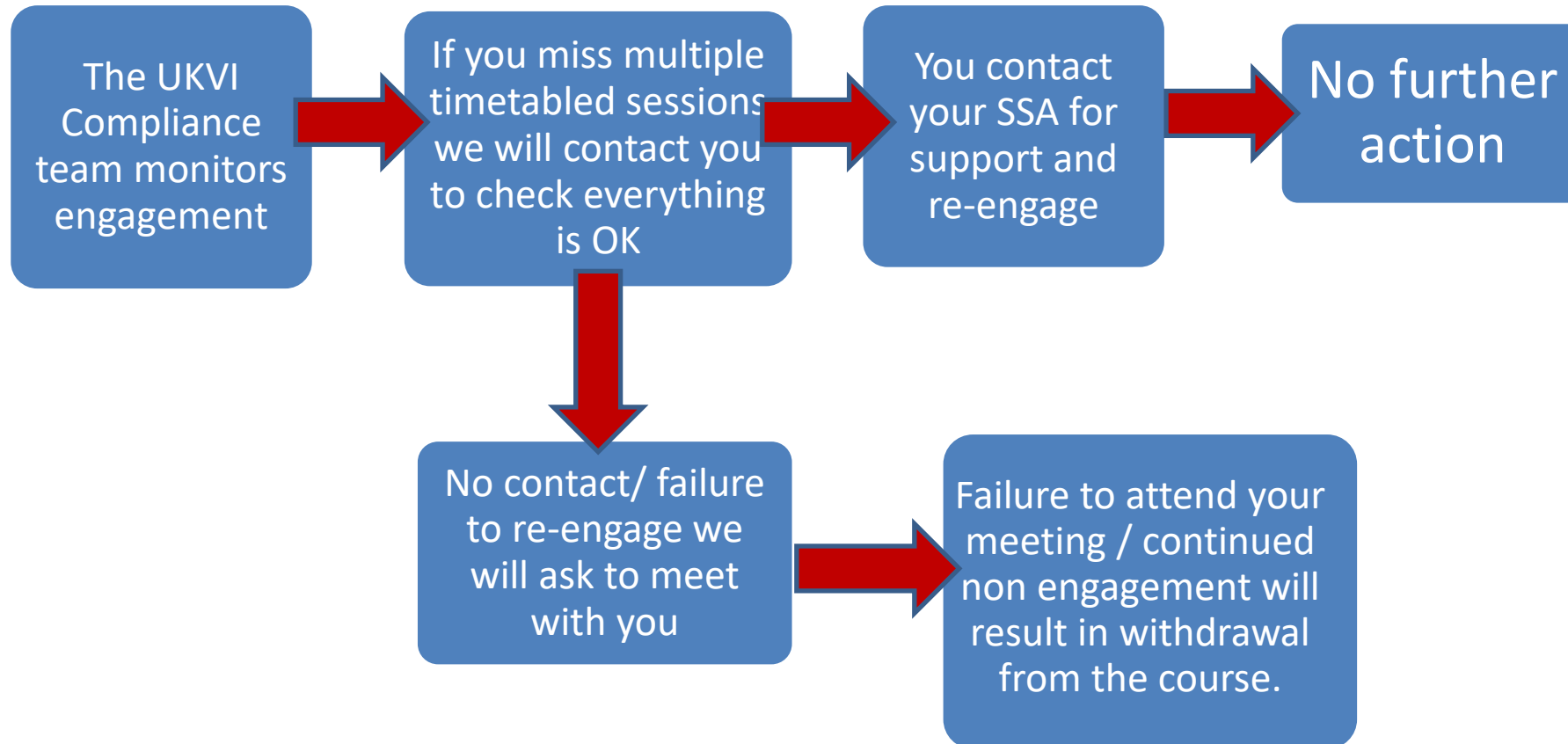
If you are on a work placement- attend your work placement in full and notify your employer if you will be absent for any reason. The University will contact your employer every month to check your attendance.

Attendance Matters – here's why

Attendance Matters



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

Helpful Links and Contacts



- Contact the Team through
- Email:
studentimmigrationcompliance@shu.ac.uk
- Access Study Goal to record attendance :
 - [Study Goal \(jisc.ac.uk\)](https://www.jisc.ac.uk)
- [Attendance and Engagement for Student Visa Holders | Sheffield Hallam University \(shu.ac.uk\)](#)
- Authorised Absences:
crmportal.shu.ac.uk/knowledgebase/article/KA-01828/en-us

Thanks for listening

