



Student Visa Holders  
Engagement and Attendance  
Monitoring Policy  
2024/2025

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## 1. INTRODUCTION

- 1.1. As a UKVI Sponsor, the Home Office requires Aberystwyth University to monitor the engagement and attendance of all students who hold a Student Visa.
- 1.2. This policy is Aberystwyth University's response to the Home Office's expectations. It has been devised to ensure compliance with Home Office regulations, but also to ensure a duty of care towards international students by identifying students who may be experiencing difficulties.
- 1.3. This policy supplements both the University's long-standing regulatory requirement for students to attend their lectures and classes and existing student engagement and attendance monitoring processes in place within the Academic Departments.
- 1.4. The Home Office requires Aberystwyth University to monitor a student's engagement by keeping a record of their absence and attendance. If, as a result of this evidence, it is deemed that the student is not engaging sufficiently with their studies the University must withdraw sponsorship. This must be reported to the Home Office within 10 working days of the formal decision.
- 1.5. In addition to the monitoring set out within this policy all students are subject to wider University attendance monitoring policies and your academic department may pursue actions in line with [Section 3.4 Monitoring Academic Progress of the Academic Quality Handbook](#). If a student is excluded from their course as a result of any University policy, sponsorship on their Student Visa will be withdrawn and they will be required to leave the UK.
- 1.6. In order for students to fully comply with this Policy, the University expects students to live within a reasonable proximity to the Sponsor. The University defines 'within a reasonable proximity to the Sponsor' as normally within a 1-hour commutable distance. This requirement is in place to ensure that students can attend in-person teaching activities and are able to fully engage with their course. The student's term-time address cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

## 2. VACATION PERIODS

- 2.1. The Home Office does not require universities to monitor attendance during recognised vacation periods. The table below details the recognised vacation periods for Aberystwyth University:

Study Level	Excluded Period
Pre-Sessional English Course	None
International Foundation Programme (Pre-Masters)	Christmas Vacation, Easter Vacation

Undergraduate	Christmas Vacation, Easter Vacation, Summer Vacation
Postgraduate Taught	Christmas Vacation, Easter Vacation
Postgraduate Research	PGR students must be studying in Aberystwyth for 44 weeks per academic year. Vacation must be taken when appropriate in line with their research and any teaching events. Each academic year runs from September to September.

2.2 Where a student is unsure whether a vacation period is applicable to their course, they should ask the UKVI Compliance Office for clarification.

### 3. ENGAGEMENT AND ATTENDANCE MONITORING

#### 3.1 UNDERGRADUATE (UG) AND POSTGRADUATE TAUGHT (PGT) STUDENTS DURING CLASS-BASED TEACHING PERIODS

- 3.1.1. All students are expected to engage fully with their course of study by attending all scheduled teaching activities and engaging regularly with online teaching and learning resources.
- 3.1.2. To record attendance students must swipe their Aber Card at each teaching activity they attend.
- 3.1.3. The University will monitor each student's engagement with compulsory teaching activities by use of contact points.
- 3.1.4. The minimum engagement requirement during teaching periods is two contact points each week.
- 3.1.5. To register a contact point, a student must attend a teaching activity by swiping their AberCard when attending a lecture/seminar/practical etc.
- 3.1.6. To meet the minimum requirement of two contact points, a student must register attendance at a teaching activity on two separate days each week.
- 3.1.7. Where a student engages with their course and attends the minimum requirement of two contact points per week, the student will not trigger the escalation process outlined below. However, the student's academic department may contact them separately in relation to their overall engagement with their course.
- 3.1.8. Where a student does not engage with their course by meeting the minimum attendance requirement, the following escalation process will be implemented:

Trigger point	Action to be taken by UKVI Compliance Office	Action required by the student
<p><b>Week 1</b></p> <p>A minimum of <b>2 contact points</b> were not recorded last week</p>	<p>The UKVI Compliance Office will be closely monitoring the student's attendance and will check whether they re-engage during the next week of teaching.</p>	<p>Attend a minimum of 2 contact points during the next week of teaching.</p>
<p><b>Week 2</b></p> <p>A minimum of <b>2 contact points</b> were not recorded for the second consecutive week</p>	<p>The UKVI Compliance Office will continue to closely monitor the student's attendance and will check whether they re-engage during the next week of teaching.</p>	<p>Attend a minimum of 2 contact points during the next week of teaching.</p>
<p><b>Week 3</b></p> <p>A minimum of <b>2 contact points</b> were not recorded for the third consecutive week</p>	<p>At this stage the student's engagement with their course reaches a point of escalation and concern and places their Student Visa at risk.</p> <p>The UKVI Compliance Office will email the student, as follows:</p> <ul style="list-style-type: none"> <li>• To formally warn them that continued under engagement with their course will result in further escalation under this policy.</li> <li>• To ask them to account for their absence during the last three weeks.</li> <li>• To highlight support available to them (e.g. academic support, Student Services, external support etc.)</li> </ul>	<p>Attend a minimum of 2 contact points during the next week of teaching.</p> <p><b>Respond to the email from the UKVI Compliance Office to account for their absence.</b> The student may be asked to provide evidence to support their explanation for the absence.</p> <p>Access additional support where required to enable them to fully re-engage with their course.</p>

	<ul style="list-style-type: none"> <li>To formally warn them that continued under engagement with their course will result in withdrawal of sponsorship of their student visa and exclusion from their course.</li> </ul>	
<p><b>Week 4</b></p> <p>A minimum of 2 contact points were not recorded for the fourth consecutive week</p>	<ul style="list-style-type: none"> <li>At this stage the student’s engagement with their course reaches a <b>serious</b> point of escalation and concern and places their Student Visa at risk. <b>Failure to re-engage this week will result in withdrawal of sponsorship and exclusion from their course.</b></li> <li>The UKVI Compliance Office will issue the student with a final warning letter.</li> </ul> <p>The final warning letter will outline the following:</p> <ul style="list-style-type: none"> <li>The student’s engagement and attendance to date.</li> <li>A warning that if the student does not engage with their course by the end of the week (by registering two contact points) the UKVI Compliance Office will escalate the student’s under-engagement with their course and non-compliance with this policy to the Executive Lead for UKVI Compliance as outlined below (Week 5). This is the student’s final opportunity to re-engage with their studies or to provide any additional evidence to account for their under-engagement.</li> <li>A formal warning that continued under engagement with their course will result in withdrawal of sponsorship of</li> </ul>	<p>Attend a minimum of 2 contact points during the next week of teaching. <b>The final warning letter will confirm the deadline by which the student must re-engage.</b></p> <p>Respond to the final warning letter from the UKVI Compliance Office.</p>

	their student visa and exclusion from their course.	
<p><b>Week 5</b></p> <p>A minimum of 2 <b>contact points</b> were not recorded for the fifth consecutive week</p>	<p>The student's under-engagement with their course and non-compliance with this policy will be escalated to the University's Executive Lead for UKVI Compliance (UKVI Sponsor Authorising Officer) with a case for withdrawal of sponsorship of the student's Student Visa.</p> <p>The case will outline how the student has breached the University's Student Visa Holders Engagement and Attendance Monitoring Policy and has failed to adhere to their Student Visa responsibilities as outlined in the University's Student Visa Responsibilities Handbook. These policies are underpinned by UKVI stipulations.</p> <p>The Executive Lead for UKVI Compliance will review the case in consultation with the UKVI Compliance Office. Where it is found that the student has not met the minimum engagement requirement set out within this policy, and the student has failed to provide a satisfactory reason for the under-engagement, the Executive Lead for UKVI Compliance will formally approve the withdrawal of Student Visa sponsorship.</p> <p>This action will result in the student being permanently excluded from their course. The exclusion will be confirmed by the University's Academic Registrar.</p> <p>A formal exclusion letter will be issued to the student. Sponsorship</p>	<p>On receipt of a formal exclusion letter, the student must make arrangements to leave the UK. The student may wish to access support from the International Student Adviser and other support services.</p>

	of the student's Student Visa will be withdrawn, and the student will be required to leave the UK.	
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- 3.1.9. **At all stages students must respond to any email that is sent to them from the UKVI Compliance Office.** Failure to respond to emails about their engagement and attendance with their course will be viewed as further evidence of non-engagement with the policy.
- 3.1.10. Prior to withdrawal of sponsorship, the University may use discretion to consider whether any other evidence of engagement with studies can be considered as a contact point, for example, a record of a meeting between the student and an academic tutor where an aspect of the student's course / studies was the subject of the discussion.
- 3.1.11. Prior to withdrawal of sponsorship, the University will consider whether any explanation and associated evidence provided by the student is sufficient to account for their under-engagement. Where the explanation and evidence are accepted as justification for the under-engagement, a **re-engagement plan** will be put in place in consultation with the student and their academic department (other departments will also be involved as required e.g. Student Services). The re-engagement plan will set out a timeline for re-engagement, additional support that will be put in place to support the student to effectively re-engage and check-in points to ensure that the student re-engages fully within a reasonable timeframe. Depending on the student's circumstances, advice about other options e.g. temporary withdrawal, may also be given. Where the student is unable to meet the requirements set out within the re-engagement plan, the student's under-engagement will be considered as outlined in 'Week 5' of the escalation grid (see above) and this may result in the withdrawal of sponsorship and the student being excluded from their course.

### 3.2 UNDERGRADUATE (UG) AND POSTGRADUATE TAUGHT (PGT) STUDENTS DURING THE ASSESSMENT AND EXAMINATION PERIOD

3.2.1 Exam attendance may be considered as a contact point within this policy.

3.2.2 At the conclusion of the teaching period, if a student has not met the minimum threshold of two contact points for three consecutive weeks the UKVI Compliance Office will continue to monitor their engagement into the examination and assessment period to ensure that the student does not reach 10 missed contact points.

3.3.3 The UKVI Compliance Office will liaise with Academic Departments to monitor the student's engagement with the following:

- Submission of assessments
- Attendance at timetabled examinations.

In these circumstances, each assessment and examination will count as a contact point.



3.3.4 Non-engagement during this period may result in your case being escalated to the Executive Lead for UKVI Compliance with a recommendation for withdrawal of Student Visa sponsorship as outlined in 'Week 5' in the escalation table in section 3.1.8 of this policy.

### 3.3 POSTGRADUATE TAUGHT (PGT) STUDENTS DURING THE DISSERTATION PERIOD

3.3.1 During the dissertation period PGT students must meet with their supervisors in person at least once a month to discuss their progress. This meeting should take place within the first 3 weeks of the month.

3.3.2 The process for recording a monthly supervisory meeting during the PGT dissertation period is the same as the engagement monitoring process for PhD students outlined in the table in section 3.4.2 of this policy.

3.3.3 The under-engagement escalation process during the PGT dissertation period is the same as the escalation process for PhD students outlined in the table in section 3.4.4 of this policy.

3.3.4 Submission of the final dissertation also constitutes a contact point for the purposes of this policy.

3.3.5 Where a student's supervisor is unable to meet with the student in person for any reason, such as annual leave, the student must meet with an alternative member of academic staff in person to discuss their dissertation.

3.3.6 PGT students who wish to write up their dissertation from their Home Country will need to request approval from their Academic Department. If approval is given, they will need to inform the UKVI Compliance Office and provide a copy of their flight departure confirmation in advance of leaving the University. The University will then withdraw sponsorship and the student's visa will be cancelled. Although the visa will be cancelled, the student will remain a student until the end of their registration.

3.3.7 Prior to withdrawal of sponsorship, the University may use discretion to consider whether any other evidence of engagement with studies can be considered as a contact point, for example, evidence of in-person attendance on campus to conduct laboratory work or training events.

### 3.4 POSTGRADUATE RESEARCH STUDENTS (PGR)

3.4.1 PGR students must meet with their supervisors in person at least once a month to discuss their progress. This meeting should take place within the first 3 weeks of the month.

3.4.2 The following table outlines the timeline for logging a meeting each month and a schedule of the reminders the student will receive:

<b>Timeline</b>	<b>Reminders sent/received</b>	<b>Action for the student</b>
1st of the month	Email sent to student to notify them that a new task has appeared on their student record and that this must be completed by the 23rd of the month	Task appears on 'My Tasks' on student record.
If no meeting is logged by the 16th of the month	Email sent to student reminding them that a meeting should be logged by the 23rd of the month	Complete task by the 23rd of the month.
If no meeting is logged by end of the month (i.e. 30 days non-engagement)	Email warning sent to student informing them that non-compliance with the requirement to record a meeting has been noted.  The warning email will notify the student that they must log a meeting the following month.	Student MUST log a meeting the following month to protect their Student Visa.

3.4.3 Where a student does not record a meeting as outlined in the table above, the student must log a meeting the following month to protect their Student Visa.

3.4.4 Where a student has not recorded a meeting for 2 consecutive months as outlined in the table above, they will receive the same automated reminder emails the following month and, in addition, will be subject to the following escalation process:

Trigger point	Action to be taken by UKVI Compliance Office	Action required by the student
<p>If no meeting has been logged by the 23rd of the second consecutive month (i.e. approaching 60 days of non-engagement)</p>	<p>At this stage the student’s engagement with their course has reached a <b>serious</b> point of escalation and concern and places their Student Visa at risk. <b>Failure to re-engage by the end of the month will result in withdrawal of sponsorship of the student’s Student Visa and exclusion from their course.</b></p> <p>The UKVI Compliance Office will issue the student with a formal warning letter.</p> <p>The formal warning letter will explain that if the student does not record a meeting by the end of the month, they will have reached 60 days of non-engagement with their course. As such, their case will be escalated (as outlined below) with a recommendation that sponsorship of their Student Visa is withdrawn, and they are excluded from their course.</p> <p><b>This is the student’s final opportunity to re-engage with their course or to provide any additional evidence to account for their non-engagement.</b></p>	<p>Meet with their supervisor and log a meeting via the task on their Student Record before the end of the month.</p> <p><b>Respond to the formal warning letter from the UKVI Compliance Office.</b></p>

<p><b>1st of the month (third consecutive month)</b></p>	<p>Where a student has not logged a meeting for two months, their case will be escalated to the University's Executive Lead for UKVI Compliance (UKVI Sponsor Authorising Officer) with a case for withdrawal of Student Visa sponsorship.</p> <p>The case will outline how the student has breached the University's Student Visa Engagement and Attendance Monitoring Policy and has failed to adhere to their Student Visa responsibilities as outlined in the University's Student Visa Responsibilities Handbook. These policies are underpinned by UKVI stipulations.</p> <p>The Executive Lead for UKVI Compliance will review the case in consultation with the UKVI Compliance Office. Where there is no evidence that the student has engaged with their studies for 60 days, and they have failed to provide a satisfactory reason for the absence, the Executive Lead for Compliance will formally approve the withdrawal of Student Visa sponsorship.</p> <p>This action will result in the student being permanently excluded from their course. The exclusion will be confirmed by the University's Academic Registrar.</p> <p>A formal exclusion letter will be issued to the student. Sponsorship of their Student Visa will be withdrawn, and they will be required to leave the UK.</p>	<p>On receipt of a formal exclusion letter, the student must make arrangements to leave the UK.</p> <p>The student may wish to access support from the International Student Adviser and other support services.</p>
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3.4.5 Prior to withdrawal of sponsorship, the University may use discretion to consider whether any other evidence of engagement with studies can be considered as a contact point, for example, evidence of in-person attendance on campus to conduct laboratory work or Graduate School training events.

### 3.5 INTERNATIONAL ENGLISH CENTRE (IEC) STUDENTS

- 3.5.1 A register of attendance is taken during every class.
- 3.5.2 Unauthorised and unexplained absence for a maximum of two (2) consecutive days will be brought to the attention of the IEC Administrative Manager by the programme leader and arrangements will be made to contact the student.
- 3.5.3 If the student does not respond and subsequently is absent for a further three (3) consecutive days, the absence will be reported to the UKVI Compliance Office.
- 3.5.4 The UKVI Compliance Office will contact the student at 5 missed contact points and issue a formal warning that failure to re-engage may result in the withdrawal of their visa.
- 3.5.5 If the student does not re-engage and misses a further 5 missed contacts (a total of 10 consecutive contact points), their case will be escalated to the University's Executive Lead for UKVI Compliance (UKVI Sponsor Authorising Officer) with a case for withdrawal of Student Visa sponsorship. The case will outline how the student has breached the University's Student Visa Engagement and Attendance Monitoring Policy and has failed to adhere to their Student Visa responsibilities as outlined in the University's Student Visa Responsibilities Handbook. These policies are underpinned by UKVI stipulations.
- 3.5.6 The Executive Lead for Compliance will review the case in consultation with the UKVI Compliance Office. Where there is no evidence that the student has engaged with their studies for 60 days, and they have failed to provide a satisfactory reason for the absence, the Executive Lead for Compliance will formally approve the withdrawal of Student Visa sponsorship
- 3.5.7 This action will result in the student being permanently excluded from their course. The exclusion will be confirmed by the University's Academic Registrar. A formal exclusion letter will be issued to the student. Sponsorship of their Student Visa will be withdrawn, and they will be required to leave the UK.

### 3.6 NURSING STUDENTS

- 3.6.1 During teaching periods Nursing students will be monitored in the same way as UG/PGT students.
- 3.6.2 Whilst students are on placements, the UKVI Compliance Office will request monthly assurance reports from the student's department confirming that they have been engaging with / attending the placement.

### 3.7 POSTGRADUATE RESEARCH STUDENTS ON FIELD WORK

- 3.7.1 Students must inform the UKVI Compliance Office that they are attending fieldwork as soon as it has been agreed with their Academic Department.
- 3.7.2 The University must report to the Home Office within ten (10) working days that the student is undertaking field work and will not be in Aberystwyth for that duration. This

is recorded as a 'change in study location' and does not have any impact on their student visa.

- 3.7.3 Whilst on fieldwork the student will need to maintain email contact with their academic supervisor. Each month the student must forward evidence of this engagement to the UKVI Compliance Office. This will normally be a copy of an email between the student and the supervisor discussing the work the student is undertaking. This email must be forwarded to the UKVI Compliance Office no later than the last day of the month.

### 3.8 STUDENTS ON A STUDY ABROAD/EXCHANGE PROGRAMME

- 3.8.1 The University has chosen to maintain its sponsorship of students who are absent from the University on the Study Abroad/Exchange programme. The University must therefore monitor the student's engagement whilst on the programme.
- 3.8.2 Whilst on a Study Abroad programme, the student's engagement will be monitored via monthly submission of an Attendance Monitoring Form. The student is responsible for obtaining signatures from a relevant contact at the host organisation as proof of attendance. The form must be emailed to the UKVI Compliance Office by the end of each month.
- 3.8.3 The form should be signed in-person, and a physical signature obtained. If this is not possible and an electronic signature is provided, the email returning the form to the UKVI Compliance Office should be copied to the signatory.
- 3.8.4 If the student fails to provide a signed Attendance Monitoring Form for one month, this will be noted on their Student Record and the UKVI Compliance Office will monitor your engagement closely. If the student fails to provide a signed Attendance Monitoring Form for a second consecutive month, sponsorship of their Student Visa will be withdrawn. Failure to submit signed attendance forms will place the student's visa at risk as the University is required to hold evidence that students are engaging with their course. The university cannot continue to sponsor a student if they have not engaged with their course for 60 days.

### 3.9 STUDENTS ON A WORK PLACEMENT

- 3.9.1 The UKVI Compliance Office must report to the Home Office that a Student Visa holder is undertaking a work placement within 10 working days of the start of the work placement.
- 3.9.2 It is the Academic Department's responsibility to report any work placements to be undertaken by Student Visa students to the UKVI Compliance Office immediately so that this information can be conveyed to the Home Office within the 10-working day reporting deadline.
- 3.9.3 A student on a placement within the UK or overseas is responsible for collecting evidence from the host organisation that they are in attendance. Students must obtain the signature of an identified role holder within the organisation once a month on an Attendance Monitoring Form. This form must be emailed to the UKVI Compliance Office by the end of each month.
- 3.9.4 If the student fails to provide a signed Attendance Monitoring Form for one month, this will be noted on their Student Record. If the student fails to provide a signed

Attendance Monitoring Form for a second consecutive month, sponsorship of their Student Visa will be withdrawn. Failure to submit signed attendance forms will place the student's visa at risk as the University is required to hold evidence that students are engaging with their course. The university cannot continue to sponsor a student if they have not engaged with their course for 60 days.

### 3.10 RIGHT OF REVIEW

3.10.1 If a student wishes to appeal against the formal outcome of a case considered in line with this Policy, they can request a Review, to be investigated by a member of the University Executive (or nominee), on the following grounds:

- Defects or irregularities in the procedure followed when reaching the original outcome, which are of such a nature as to cause reasonable doubt as to whether the same decision would have been reached had they not occurred. Evidence of procedural irregularity must be submitted with the request for review.
- New evidence which the student was unable to provide earlier in the process, for valid reasons, and its absence would have materially affected the outcome. New evidence must be submitted with the request for review, and the student must show good reason why the evidence was not introduced earlier in the procedure, prior to the Right of Review stage.

3.10.2 The request for a Review must be submitted within 5 working days of the date of the letter that informed the student of the outcome of the formal decision. The request for a Review must include appropriate supporting evidence to substantiate the issues addressed.

3.10.3 On receipt of a Right of Review request, the UKVI Compliance Manager will forward the original under-engagement case as well as the Right of Review request and the additional evidence provided as part of the Right of Review request on to the member of the University Executive (or nominee).

3.10.4 The Right of Review process will normally be concluded within 10 working days of the date that the Right of Review is requested.

3.10.5 The member of the University Executive (or nominee) will consider the case and will either:

Dismiss the request for review and uphold the original decision

or

Uphold the request for review, in whole or in part, and recommend appropriate action to be taken based on the circumstances of the case.

3.10.6 The decision of the member of the University Executive (or nominee) is final, and the matter shall therefore be regarded as closed. Upon completion of the Right of Review process, the student will be issued with a formal outcome letter.

## 4. AUTHORISED ABSENCES

4.1.1 Authorised absence must be sought outside of recognised vacation periods and is determined on a case-by-case basis.

- 4.1.2 Requests for Authorised Absences are considered by the relevant Academic Department in the context of the student's course of study and circumstances.
- 4.1.3 Authorised Absence requests must be submitted if a UG/PGT student is going to miss any expected contact points. This means that if a student is going to miss any classes or examinations, they must seek approval before making any travel requests.
- 4.1.4 PGR students are expected to be in Aberystwyth for 44 weeks of the year. They have an authorised absence / holiday entitlement of 8 weeks per academic year and must follow the Authorised Absence process when arranging any periods of absence/holiday.
- 4.1.5 Verbal authorisation or an informal agreement is not acceptable. The request must be made in writing.
- 4.1.6 If the student is travelling outside the UK, they will be issued with a letter which confirms the dates of the period of authorised absence. The student should travel with this letter as they may need to show it to Border Officials when re-entering the UK as evidence that their period of absence has been authorised by the University.
- 4.1.7 Prolonged absence over 60 days. The University will always try to maintain its sponsorship of a student's visa; however, it may not always be possible to continue to sponsor a student if they are seeking to take more than 60 days absence from their studies. If a student requires a longer period of leave, they will be directed to the temporary withdrawal process and they will formally pause their studies. This will result in their visa being withdrawn. When the student is ready to return to their studies, a new CAS will be issued, and the student will need to apply for a new student visa.

4.2 AUTHORISED ABSENCE FOR POSTGRADUATE TAUGHT (PGT), UNDERGRADUATE (UG) AND INTERNATIONAL ENGLISH CENTRE (IEC) STUDENTS

<p><b>Step 1 – Student</b></p> <p>Student to contact their Departmental Compliance Contact requesting Authorised Absence and for the purpose of travelling the student must state:</p> <ul style="list-style-type: none"> <li>• Where they are going</li> <li>• How long for</li> <li>• Why</li> </ul> <p>NOTE: PGT students (who commenced their course in September) are expected to be in Aberystwyth from June to September. This is not a vacation period. Any requests to take authorised absence during this period need to be sent directly to the student’s dissertation supervisor. Supervisors do not have to agree to any requests during this period.</p>
<p><b>Step 2 – Departmental Compliance Contact</b></p> <p>Departmental Compliance Contact will forward the request to the relevant member of staff to seek approval in writing.</p>
<p><b>Step 2 – Departmental Compliance Contact</b></p>



Departmental Compliance Contact will forward approval of the Authorised Absence request to the UKVI Compliance Office ([compliance@aber.ac.uk](mailto:compliance@aber.ac.uk)).

### **Step 3 – UKVI Compliance Office**

UKVI Compliance Office to assess and authorise the request and produce a letter to be used by the student when travelling abroad. The UKVI Compliance Office will ensure that the student's attendance record (SAMS) is updated to reflect the period of Authorised Absence.

## 4.3 AUTHORISED ABSENCE FOR POSTGRADUATE RESEARCH (PGR) STUDENTS

### **Step 1 – Student**

Student to contact their Academic Supervisor requesting Authorised Absence by stating:

- Where they are going
- How long for
- Why

### **Step 2 – Academic Supervisor**

Academic Supervisor to assess request and if happy to authorise the absence they must state in writing (by e-mail) that "they approve the absence, and that this absence will not impact on the student's current latest submission date". The student will then need to forward the approved request to the UKVI Compliance Office.

### **Step 3 – UKVI Compliance Office**

UKVI Compliance Office to assess and authorise the request and produce a letter to be used by the student when travelling abroad.

## 5. CONTACTS AND FURTHER INFORMATION

5. For queries regarding any immigration compliance issues, please contact the UKVI Compliance Office at [compliance@aber.ac.uk](mailto:compliance@aber.ac.uk) or 01970 621769.
- 5.1 For student queries regarding Student Visas and other sponsored visas, contact the International Student Adviser at [immigrationadvice@aber.ac.uk](mailto:immigrationadvice@aber.ac.uk) or 01970 621548.