

Faculty of Medicine and Dentistry

UKBA PGR Attendance Monitoring Guidance Note and Documents

Background:

It is a legal requirement that as sponsors of all international students (those with non-European passports) who hold a Tier 4 visa, Universities are required to monitor the attendance and engagement of these students. Non-compliance with this UKBA requirement may result in the University losing its current trusted sponsor status. Students are clearly informed of this requirement in literature provided to them at the point of registration.

Documents:

The PGR Tier 4 Student Meeting Record is below.

The PGR Tier 4 Student Meeting Record is to be completed on a monthly basis by the Supervisor following face to face meetings with their Tier 4 PGR students. The form is to be completed and signed using an electronic signature. It is to be stored on a shared drive which can be accessed by the relevant supervisor, the Faculty Education Director (PG), Graduate Administration Manager.

If the user needing access to the spreadsheet logs on to a University PC they can get to it with the following path into Windows Explorer:

<\\ads.bris.ac.uk\\filestore\\CMED\\External\\Tier4 Monitoring\\>

Or they should be able to logon to the Remote Desktop and automatically have the 'External' drive mapped as the M drive.

Guidance:

The Graduate Administration Manager will be responsible for accessing these forms once a month for the purposes of compiling the University required report for UKBA regarding the attendance of Tier 4 students. The Graduate Administration Manager will be required to ensure that those who have not completed the form to do so as soon as possible.

It is a requirement that photo identification is produced by the student as the first meeting with the supervisor.

At times when a student is based in another institution as part of their programme of study, the supervisor will be responsible for confirming their engagement at the host institution (this can be done by phone or email).

The supervisor must ensure that any concerns about a student's engagement or attendance are raised as soon as possible with the Faculty Education Manager or Faculty Education Director.

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2014/2015 PGR Tier 4 Student Meeting Record

Meeting Date	Brief Summary of Topics Discussed including comments on attendance	Actions Agreed	Supervisor Signature
..../10/14			
..../11/14			
..../12/14			
..../01/15			
..../02/15			
..../03/15			
..../04/15			
..../05/15			
..../06/15			
..../07/15			
..../08/15			
..../09/15			