VISA RESPONSIBILITIES
PROTECTING YOUR IMMIGRATION STATUS
2016
UNIVERSITY RESPONSIBILITIES

• The University must retain copies of:
  - Your current passport showing all personal identity details (including biometric details)
  - Your current Tier 4 visa either as a biometric residence permit (BRP), entry clearance certificate or other immigration status document showing your period of leave to remain in the UK with entitlement to study at the University of Kent
  - All qualifications used to obtain your entry on the programme of study
  - Academic Technology Approval Scheme (ATAS) clearance certificate (for students who require this for their visa application)

• The University is required to keep a record and history of your contact details which includes your UK residential address, telephone number, mobile phone number and email address

• The University has a requirement to monitor the attendance and engagement of the students it sponsors under Tier 4. It is very important to engage with your programme of study and attend all events.

• The University is required to make a report to the UK Visas and Immigration (UKVI) in certain situations. This includes when students:
  - Do not enrol on a course or arrive later than the course start date
  - Withdraw from the University for any reason
  - Temporarily suspend studies through a period of intermission of more than 60 days
  - Defer studies to a future academic year
  - Change a programme of study or reduce the length of a course
  - Move into a different immigration category and/or no longer require a Tier 4 visa
  - Breach any visa conditions, including working more than the prescribed number of hours per week
  - Miss ten consecutive expected contact points and/or fail to engage with the programme of study and Tier 4 sponsorship has been withdrawn as a result of the non-engagement

IMPORTANT

Please note that the conditions and responsibilities detailed in this booklet are not comprehensive and do not represent a full statement of immigration or visa requirements.

It is your responsibility to be aware of your own visa conditions. You should ensure you understand your visa conditions and keep up to date with any changes to immigration rules during your stay in the UK in order to protect your immigration status.
# STUDENT RESPONSIBILITIES

Your responsibilities include:

- Register on your course by the required course start date

- Provide the University with your passport and visa and inform the University of any changes to these documents

- Respond to all requests by the University to present in person, your passport, visa and other documents for scanning

- Provide the University with your contact details (and informing the University of any subsequent changes) including:
  - Your full UK address
  - Your full home address
  - Your email address and phone number
  - Any changes to your name

- Notify the UK Visas and Immigration (UKVI) of any changes to your personal circumstances

- Participate fully in your studies at the University and attend all seminars, supervisions, examples classes, laboratory and other practical classes and lectures as may be required of you

- Comply with all University Regulations, Codes of Practice, policies and procedures including the University’s Student Charter and General Regulations for Students

- Notify your School if you are ill or unable to attend your studies and provide a doctor’s letter to confirm your illness for any periods of absence which occur due to sudden and severe health issues

- Work no more than the maximum allowable number of hours per week specified on your visa (ie 20 hours or 10 hours) during term time

- Refrain from self-employment and being engaged with business activity

- Notify the University if you decide to withdraw from your programme or temporarily suspend your studies

- Leave the UK when your visa expires unless you have obtained further valid leave

- Co-operate and act honestly in all dealings with the University, as well as act in a way that supports the University in discharging its sponsor duties

- Ensure fees due to the University are paid in order to complete registration

- If applicable, pay the immigration health surcharge at the time of visa application
Academic Year  
19 September 2016 – 17 September 2017

The academic year is split into terms during which the student is expected to engage with study. The length and pattern of the terms depend on the type of programme the student is following. The period between each of the terms is a vacation period. The University will be closed over the Christmas period.

**Undergraduate Programme term dates 2016-2017**

- **Welcome Week**: 19 September 2016 – 23 September 2016
- **Autumn Term**: 26 September 2016 – 16 December 2016
- **Spring Term**: 16 January 2017 – 7 April 2017
- **Summer Term**: 8 May 2017 – 17 June 2017

**Postgraduate Taught Programme term dates 2016-2017**

- **Welcome Week**: 19 September 2016 – 23 September 2016
- **Autumn Term**: 26 September 2016 – 16 December 2016
- **Spring Term**: 16 January 2017 – 7 April 2017
- **Summer Term**: 8 May 2017 – 16 September 2017

**Postgraduate Research Programme term dates 2016-2017**

Our expectations for postgraduate research students are that they study throughout the whole year, working for at least 35 hours per week and take vacations (normally 6 weeks over the year) as agreed with their supervisor. There is only one term; the dates of the term coincide with the academic year, 19 September 2016 – 17 September 2017.

**Programmes with non standard study periods**

There may be some programmes where the expected study periods do not coincide with the term dates set out above. In these cases term dates will be notified separately.

**Student Registration Period**

All students will have a start of registration date which will be their first expected date of attendance on their programme and an end of registration date which will be the last expected date of their attendance on their programme. For 2016-2017 the registration date for all UG and PGT students starting in September 2016 will be Saturday 17 September 2016, the first day of the Arrivals Weekend.

A student’s registration period may or may not coincide with term dates and may cover a number of years or only part of a year. During the registration period the student will be expected to study during term dates applicable to their programme and have vacation periods which are between their term dates.
POLICE REGISTRATION

If you are required to register with the police, it may be stated on any of the following:
• your entry clearance vignette
• your BRP
• your decision letter from the Home Office

If you are required to register with the police, you must do so within 7 days of arriving in the UK and in order to register, you will need:
• your passport/Travel document
• your Biometric Residence Permit and Home Office Decision letter
• 2 passport photographs
• £34 registration fee (cash only)
• Confirmation of UK resident address
• your unconditional offer letter from Kent or your CAS letter

For more information and details of what is required to register with the police, please refer to our website www.kent.ac.uk/studentimmigration/during-your-studies/police-registration.html

WORKING DURING YOUR STUDIES

As a Tier 4 General Student you will normally be permitted to work part-time in either paid or unpaid work during term time and full-time during vacation periods. You must not work more than the maximum number of allowable hours per week during term time (either 10 or 20 hours per week as stated on your visa).

There are strict conditions on the type of work you can carry out. You can do most types of work but you must not:
• be self-employed or engage with business activity
• be employed as a professional sportsperson including as a sports coach
• be employed as an entertainer
• take a permanent full-time job
• work as a doctor or dentist in training unless you are on the foundation programme

Your visa will state the number of hours per week you are allowed to work which is usually 10 or 20 hours per week depending on the level of your course. Please keep in mind that if your student status changes, for example if you stop studying, it could affect your entitlement to work in the UK.
It is important that you attend all of your lectures and seminars. If you are a postgraduate research student it is important that you complete your monthly progress monitoring report on the Student Data System.

Good attendance on your course helps you achieve a better result. If you fail a module you may be able to repeat it but this may mean that you will need to extend your visa to enable you to stay in the UK for longer. The Home Office have imposed strict limits on the amount of time you can spend in the UK as a student and you must ensure that you can complete your course within the time limits imposed, otherwise you may have to leave the UK without your qualification.
CHANGE IN CIRCUMSTANCES

It is important to be aware that certain changes in your circumstances and student status can affect your visa and ability to remain in the UK.

Your personal circumstances
It is your responsibility to ensure that you provide the University with up to date contact details including:

- your full UK address
- your full home address
- your email address and phone number

You must immediately report any changes to the University through the University’s Student Data System. In addition, you are required to notify the Home Office of any changes to your personal contact details. You can do this online at www.gov.uk/change-circumstances-visa-brp

Your studies
The University is required to inform the Home Office of any changes in your student status including if you:

- suspend your studies (also called intermission)
- transfer from your course
- withdraw from your course
- finish your course early
- undertake a work placement (if it is an integral and assessed component of the course)
- change your study location including study abroad, field work, switch campuses

This guide covers the most important aspects of protecting your immigration status whilst studying at the University of Kent. Please see the Student Immigration website www.kent.ac.uk/studentimmigration or email the Visa Compliance Team visacompliance@kent.ac.uk for further information.
Kent Union Student Advisers give immigration advice to students of the University of Kent and those studying franchised courses at other colleges. They are regulated by the Office of the Immigration Services Commissioner (OISC).

If you need advice on anything to do with your visa, or you need to extend it, please visit their website or contact them directly.

**Canterbury campus**
www.kentunion.co.uk/advice
advice@kent.ac.uk
01227 827724

**Medway campus**
www.gkunions.co.uk/advice
advice@gkunions.co.uk
01634 888989

**Useful sources of immigration advice:**
www.gov.uk/government/organisations/uk-visas-and-immigration
www.ukcisa.org.uk