VISA RESPONSIBILITIES
PROTECTING YOUR IMMIGRATION STATUS

2018
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 and evidence used to obtain your entry to 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 is required to make a report to the UK Visas and Immigration (UKVI) in certain situations. The University will inform UKVI if you:
  - Do not enrol or re-enrol on your course of study or arrive later than the course start date
  - Withdraw from the University for any reason
  - Temporarily suspend studies through a period of intermission
  - Change a programme of study or reduce/extend 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 expected consecutive contact points and/or fail to engage with the programme of study and Tier 4 sponsorship has been withdrawn as a result of the non-engagement
  - Undertake a work placement, informing UKVI of your employer details and dates of employment
  - Change your study location to another campus, site or partner institution
  - Undertake fieldwork of more than one month duration
STUDENT
RESPONSIBILITIES

Your responsibilities include:

• Register on your course by the required course start date

• Ensure all fees due to the University are paid when requested

• Provide the University with your current passport, visa/biometric residence permit in person, for scanning. Immediately inform the University of any changes to these documents and present them in person for scanning to your student record

• 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 including your UK address, personal email address and mobile number. These must be updated regularly

• 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

• Do not work more than the maximum allowable number of hours per week specified on your visa (ie 20 hours or 10 hours) during term time, paid or unpaid

• Do not undertake self-employment or engage in business activity in the UK

• 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

• If applicable, pay the immigration health surcharge at the time of visa application

This document is subject to change and the University is entitled to revise its policies or procedures relating to compliance with its Home Office sponsor duties at any time.
UNIVERSITY OF KENT
ACADEMIC YEAR AND
TERM DATES 2018-2019

**Academic Year**

17 September 2018 – 15 September 2019

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 2018-2019**

- **Welcome Week**: 17 September 2018 – 21 September 2018
- **Autumn Term**: 24 September 2018 – 14 December 2018
- **Spring Term**: 14 January 2019 – 5 April 2019
- **Summer Term**: 7 May 2019 – 14 June 2019

**Postgraduate Taught Programme term dates 2018-2019**

- **Welcome Week**: 17 September 2018 – 21 September 2018
- **Autumn Term**: 24 September 2018 – 14 December 2018
- **Spring Term**: 14 January 2019 – 5 April 2019
- **Summer Term**: 7 May 2019 – 15 September 2019

**Postgraduate Taught Programme (2 year programme) term dates 2018-2019**

- **Stage 1**: Undergraduate programme term dates apply
- **Stage 2**: Postgraduate programme term dates apply

**Postgraduate Research Programme term dates 2018-2019**

Our expectations for postgraduate research students are that they study throughout the whole year, for at least 35 hours per week and take holidays (normally 30 days over the year) as agreed with their supervisor. There is only one term; the dates of the term coincide with the academic year, 17 September 2018 – 15 September 2019.

**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 2018-2019, the registration date for all UG and PGT students starting in September 2018 will be Saturday 15 September 2018, 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.

Please use the online registration and appointment portal to book an appointment with Kent Police Nationality Department.

Further details are available from: www.kent.police.uk/services/foreign-national-register

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

Term dates are available from the University website www.kent.ac.uk/academic/University-term-dates/ Menutermdates.html and also include any time during which you should be writing a dissertation, undertaking research or sitting examinations. Postgraduate students are not permitted to work full-time at any point during their studies unless completing a work placement which is an integral and assessed component of the course.

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.
You must meet the attendance requirements of your course and comply with the University’s procedures for course attendance as well as University Regulations. You are expected to report any absences to your School and provide acceptable evidence in support of the absence if required.

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)
• study abroad as part of your degree

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 Student Immigration Compliance Team at visacompliance@kent.ac.uk for further information on the following:
• Visa refusals/rejections
• Non-Tier 4 student visas

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.

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

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](http://www.kentunion.co.uk/advice)  
advice@kent.ac.uk  
01227 827724

**Medway campus**  [www.gkunions.co.uk/advice](http://www.gkunions.co.uk/advice)  
advice@gkunions.co.uk  
01634 888989