

## RAU Attendance Policy for Tier 4 Students

All international students who hold a Tier 4 visa must maintain a full attendance record in order to comply with the Home Office UKVI section requirements for Tier 4 visa holders.

The University is required to monitor the attendance of all its Tier 4 students and is required to withdraw sponsorship in cases where attendance does not meet the UKVI requirements.

In order to protect your Tier 4 status it is essential to ensure that you maintain regular attendance and fulfil the academic requirements for your course.

- All tier 4 students are expected to scan their RAU ID card to show their attendance at their timetabled events.

There are card readers provided at all lecture theatres/rooms. Students will have to scan their student ID card to “clock in” to their classes. If there are unauthorised absences these will be monitored and the electronic attendance monitoring system will automatically send alerts to your Academic Department and your Personal Tutor as well as email / sms to you.

- All Tier 4 students will also be required to “clock in” to the **biometric readers** once a week throughout semester-time unless they are:
  - on work placement
  - completing a research project off campus or
  - on approved leave/absence.

**Please ensure that you visit the Registry office to provide a Biometric reading against your record when you are invited to for the first time and from then on once weekly (Mon-Fri 8.00am-6.00pm).**

Tier 4 students can use the **Biometric readers placed at the Registry, the Library Foyer and the Porters Lodge** for their weekly scanning. Further information and live demonstration will be provided when a scan of your biometric details will be taken and matched to your student record.



N.B. If the reader becomes unavailable (i.e. goes off-line) please call ext.4423 or email [student.attendance@rau.ac.uk](mailto:student.attendance@rau.ac.uk) if you need help with the system or you need to correct your attendance record. Biometric reading issues can be resolved by visiting the Registry office.

To view the full policy document on the University Student attendance Monitoring Policy for Tier 4 students please visit the university's webpage: <https://www.rau.ac.uk/university-life/support-and-wellbeing/student-handbook>