

## FOIA request (ref.32/1357) – Non-EU Staff & Students

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| 1.  | <b>Please provide the following further information about how the attendance of non-EU staff is monitored:</b>   |
| 1.a | <b>Please set out the university's system for recording this information, including whether and how it differs for Tier 2 and Tier 5 migrants. For example, is this information recorded on an online/intranet database, via swipe cards or in paper records?</b><br><br>Absences are recorded online via the HR self-service system, SAP.   |
| 1.b | <b>Please also state who at the university records this information – e.g. administrators or the non-EU staff themselves?</b><br><br>The non-EU staff or their line managers record the information online. Where the non-EU staff record the information, the managers are informed automatically.  |
| 2.  | <b>Please specify how often non-EU staff are required to submit a record of their attendance – e.g. daily, weekly, fortnightly, monthly – or how often another member of staff records this.</b><br><br>For sickness absence it is required upon the return to work and for long term absences regular updates are required during the absence. For annual leave absences, a record and prior approval is required prior to the leave date(s) being requested.   |
| 2.a | <b>Does this require a breakdown of the non-EU staff member's daily routine and whereabouts, e.g. the time they began a task, such as teaching or work in the lab, and how long it lasted?</b><br><br>Working patterns are stored on the HR system.  |
| 2.b | <b>If you provide instructions/guidance to staff (non-EU or others) on how to do this monitoring please provide them.</b><br><br>Guidance is available for staff and managers on how to use the HR self service system.  |
| 3.  | <b>If it is centrally recorded, how many non-EU staff – including, if recorded, those on short-term and temporary contracts – were in breach in the academic years 2014-15 and 2015-16? Please provide a year-by-year breakdown.</b><br><br>Nil.   |
| 3.a | <b>What action was action was taken against any non-compliant non-EU staff? Did the university report any of them to the Home Office/UKVI?</b><br><br>N/A  |
| 4.  | <b>Please provide further details on how the attendance of non-EU students is monitored. N.B. Please set out the university's system for recording this, and whether and how it differs for Tier 4 and students on other visas. For example, is this information recorded on an online/intranet database, via swipe cards or in paper records?</b><br><br>Attendance is mandatory for all students on taught courses as per our Academic Regulations. For all students attendance is recorded by the relevant academic member of staff on an internal electronic system. |

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| <p>For Tier 4 students, the International Support team review the attendance records on a weekly basis to ensure compliance with UKVI rules.</p>   |
| <p><b>4.a Please also disclose who at the university records this information – e.g. administrators, personal tutors, supervisors, or the non-EU students themselves?</b></p> <p>See above.</p>  |
| <p><b>5. Please specify how often non-EU students are required to submit a record of their attendance – e.g. daily, weekly, fortnightly, monthly – or how often a member of staff records this.</b></p> <p>See above.</p>  |
| <p><b>5.a Does this require a breakdown of the non-EU student’s daily routine and whereabouts, e.g. the time they began a task, such as attending lectures or working in the lab, and how long it lasted?</b></p> <p>No.</p>   |
| <p><b>5.b If you provide instructions/guidance to students or staff on how to record the attendance of non-EU students please provide them.</b></p> <p>See 2.b</p>   |
| <p><b>6. If this is recorded, how many non-EU students were non-compliant and/or in breach of their immigration and/or visa requirements in the academic years 2014-15 and 2015-16? Please provide a year-by-year breakdown.</b></p> <p>2014/15 – 2<br/>2015/16 – 7</p>  |
| <p><b>6.a What action was action was taken against any non-compliant non-EU students? Did the university report any of them to the Home Office/UKVI?</b></p> <p>For each of these students internal policies were followed initially with student to encourage improvement to attendance. All students were reported to UKVI and sponsorship withdrawn as per the Tier 4 Sponsor Guidance.</p> |