

Please read this document carefully, write your name then sign and date to confirm that you have read and understood the information provided. You should note that these requirements are subject to change throughout your study. The most up-to-date information will be found on our [webpages](#).

1. Engagement & Attendance Monitoring

As part of the conditions of sponsoring your Student Visa we are required to monitor your engagement with your studies to ensure that you are engaging and attending as expected. We do this through your regular in-person supervisory meetings which will be recorded (noted) using a system called *PhD Manager*. Online meetings are not accepted as evidence of engagement.

To comply with UKVI requirements you **must**:

- Attend at least one in-person supervision meeting per calendar month;
- Record the notes of this meeting on PhD Manager;
- Liaise with your supervisor to ensure they confirm and accept the notes of the meeting on PhD Manager.

Failure to complete the process for each meeting by the end of the calendar month in which the meeting took place will disqualify the meeting from being used as an engagement point for UKVI-monitoring purposes.

It is your responsibility to maintain your engagement record and therefore it is important that you follow up with your supervisor(s) to make sure they have confirmed and accepted the notes of the in-person meeting before the end of each calendar month on PhD Manager.

In exceptional circumstances, e.g. if all your supervisors are on leave, you may be able to record a meeting with an alternative member of staff. Please contact the Doctoral College before the end of the affected month so we can advise you on making alternative arrangements.

You should note that your visa may be at risk if you miss more than two in-person supervisory meetings per academic year.

This engagement requirement continues year-round from the date of registration until the date of submission of the final post-viva thesis. Exceptions may be made for:

- A pre-approved period of 'Study Away', Leave of Absence (including for medical reasons) or Authorised Absence recorded on PhD Manager.*
- Pre-approved Annual Leave.
- The period of time between official submission of your initial thesis and your viva which we classify as a holiday period for visa purposes.

*Please note that, in some instances, we may not be able to continue sponsorship of your student visa during these Absence periods. This would result in the UKVI cancelling your Student Visa.

Further guidance on the Attendance Monitoring process, including instances where sponsorship may be curtailed or withdrawn and possible consequences of non-engagement, can be found [here](#).

2. Right to work

Your immigration permission (vignette/BRP/UKVI online system) should clearly state how many hours that you are allowed to work per week during term time, either 10 or 20 hours depending on the level of your course. This restriction will apply until you submit your final thesis after your viva voce examination.

It is your responsibility to check that this information is correct. If you work more than the allowed hours during term time you will be in breach of your immigration conditions. It is our responsibility as your visa sponsor to ensure that all our students comply with their visa conditions. Therefore, if you are working above the allowed hours during term time and we receive information from your employer or UKVI, we will withdraw your sponsorship and your visa will be curtailed. If you believe that the working hours stated are incorrect, please contact UKVI.

As a condition of study for all full-time researchers, working hours are further restricted to **no more than 6 hours per working week during normal working hours (i.e. 9.00am - 5.00pm, Monday-Friday).**

3. Progression

You are expected to progress through your course and sit all examinations and assessments as required. Any researcher who fails to attend and where no explanation is provided will be considered to be absent. Failure to progress at a satisfactory rate will either result in removal of sponsorship or a refusal to re-sponsor when your visa is expiring.

4. Attendance & Annual Leave

Attendance

You will be required to attend campus daily throughout the academic year (01 October to 30 September) including during the summer months. If you intend to be off campus for any study-related purposes, e.g. for fieldwork or to attend a conference, you will need to apply for the appropriate absence on PhD Manager. Please contact the Doctoral College for advice on which option would be appropriate to your situation.

If you find that you need a short absence due to illness, please contact the Doctoral College for advice.

Annual Leave

You will have 40 vacation days (Annual Leave) throughout the academic year which includes days when the [University is closed](#). Taking these days into account you will have 26 'floating days' per academic year (01 October to 30 September) for the main period of your study. If you start your studies part-way through an academic year your Annual Leave allowance will be prorated, for example, if you enrol in early January you will have 9 months of Annual Leave (19.5 days).

You should make sure that you use all your Annual Leave by 30 September each year as it cannot be carried over into the next year.

If, after your main period of your study, you require a study extension in order to complete your thesis you will have holiday leave allowance of 5 days per study extension.

Please note that if you travel without having an Absence approved on PhD Manager prior to the first day of your Absence we will be required to withdraw your sponsorship and report this to the UKVI who will cancel your UK visa.

6. Fees

Fees are to be paid by the due date. Failure to pay is considered to be a breach of the terms and conditions of your enrolment. If you are having difficulty in paying, you should contact the Fees Office urgently. We will not accept failure to pay on time as a reason for unsatisfactory attendance.

7. Documents

The Home Office/UKVI requires us to hold a copy of your documents and up to date contact details on file. You must provide us with a copy of your passport, visa or letters from UKVI (if applicable).

8. Change of contact details

You must notify Ulster University of any changes to your contact details within 5 working days of the change occurring.

9. Contacting the Doctoral College

If you have queries, please contact the Doctoral College at pgr@ulster.ac.uk.

I confirm that I fully understand and agree to comply with the above conditions.

.....
Full name as it appears on your passport

.....
Signature

.....
Date