

## **Ravensbourne Admissions & Interview Policy**

**Scope** This policy is intended to provide a framework for the management of admissions to courses at Ravensbourne.

### **Draft Presented to Recruitment**

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**01/12/2020**

**Contact** Head of Admissions

## **1. Equality of Opportunity**

1.1. Ravensbourne's Admissions Policy is formulated to in compliance with the UK Quality Code for Higher Education, Advice and Guidance Admissions, Recruitment and Widening Access (November 2018), in order to ensure that Ravensbourne's recruitment, selection, and admission policies and procedures adhere to the principles of fair admission. That they are transparent, reliable, valid, inclusive and underpinned by appropriate organisational structures and processes, and that they support Ravensbourne in the selection of students who are able to complete their course.

1.2. Additionally, this policy is guided by the Competition and Markets Authority (CMA) Higher education: consumer law advice for providers.

1.3. Ravensbourne is committed to promoting equal opportunity in the recruitment and selection of students. In consideration of an application the only factor will be whether an individual meets, or is likely to meet, the requirements to enter and succeed on the course.

## Entrance Requirements

### 2. Academic Entry Requirements

2.1. Ravensbourne operates unified minimum academic qualification requirements for Admissions purposes across academic courses.

2.1.1. For Further Education (FE) courses Ravensbourne requires one A-level, grade C or above in relevant subject area or equivalent.

2.1.2. The Access to HE course assesses each application on an individual basis.

2.1.3. For Undergraduate (UG) courses Ravensbourne requires two A-levels, grade C or above, including one Art/Design subject, or equivalent.

2.1.4. For Postgraduate (PG) courses Ravensbourne requires a UK Bachelor's degree with First or Upper Second Class Honours, or an overseas qualification of an equivalent standard from a university or educational institution of university rank, or equivalent. 2.2. All Ravensbourne courses require GCSE or equivalent in English Language at grade 4/C or higher.

2.2.1. Foundation courses additionally require a GCSE or equivalent in Mathematics and English Language at grade 4/C or higher for all applicants at the point of enrolment.

2.3. The above requirements are not exhaustive, and a full list of alternative equivalent qualifications, international qualifications, and additional academic requirements can be found on the Ravensbourne website, or from the Admissions Office if requested.

2.3.1. When assessing if an applicant meets Ravensbourne's entry requirements, Ravensbourne may, exceptionally, also consider the combination of a portfolio and academic qualifications, progress made during the studies and/or relevant work experience. In these cases, evidence of a strong profile may enable the 'standard' entry criteria to be lowered or waived. This applies particularly in the case of 'mature' applicants,

2.3.2. In cases where applicants have already achieved qualifications equivalent to the academic entry requirements but are pursuing a further course of study prior to enrolling at Ravensbourne, Ravensbourne reserves the right to require successful completion of the

current course as a condition of any offer.

2.4. Once undergraduate Clearing begins in August, Ravensbourne may accept students with grades lower than the normal academic entry requirement, should places be available. Revised entry criteria for Clearing will be published after A Level results have been received from the awarding bodies in August.

2.5. Entry requirements are reviewed on an annual basis and are updated if necessary. Ravensbourne ensures that the most up to date information is clearly displayed on its website.

2.6. Ravensbourne may make use of the UCAS tariff in offers. More information about the tariff can be found at <https://www.ucas.com/ucas/tariff-calculator>.

2.7. Ravensbourne will only offer a place on a course where an applicant is judged to be able to successfully complete their chosen course, as such Ravensbourne reserves the right to exercise academic judgement and discretion when assessing an application.

### **English Language Entry Requirements**

2.8. Ability in English language is essential for successful engagement with and completion of Ravensbourne's courses. All applicants whose first language is not English are required to provide recent evidence that they have a command of English sufficient to successfully undertake their course of study.

2.9. For Further Education (FE) courses Ravensbourne requires IELTS 5.0 overall and a minimum of 5.0 in each component: reading, writing, speaking, listening.

2.9.1. Tier 4 (General) applications intending to study on our foundation course must take and/or submit a secure English Language Test accepted by the UKVI.

2.10. For Undergraduate (UG) courses Ravensbourne requires IELTS 5.5 overall and a minimum of 5.5 in each component: reading, writing, speaking, listening, or equivalent.

2.11. For Postgraduate (PG) courses Ravensbourne requires IELTS 6.0 overall and a minimum of 5.5 in each component: reading, writing, speaking, listening, or equivalent.

2.12. The above requirements are not exhaustive, and a full list of accepted

alternative courses and exemptions are published on the [English Language section of the online prospectus](#).

2.13. In considering an application Ravensbourne will comply in full with all UKVI requirements for [English Language assessment](#).

2.14. If an applicant does not meet the English Language requirement at the point of application, then an additional English condition will be added to any offer of entry. In addition, a pre-sessional English Language course may be offered where appropriate. Eligibility and information will be published on the Pre-Sessional English Language course webpage.

### **Partnership/Progression Agreements**

2.15. The University maintains progression and partnership agreements with both local schools and colleges and partners outside of the UK.

## **Admission and Selection**

### **3. Admission and Selection**

3.1. The final authority to admit students rests with the Deputy Deans for each School together with the Head of Admissions.

3.2. Authority to recommend admission of an applicant is delegated to Programme Directors, Course Leaders for each course of study. The authority may be delegated to another academic colleague on a case by case basis as required operationally.

3.2.1. Admissions staff will check all recommendations before processing an offer to ensure compliance with all University and external regulations and requirements.

3.3. Full Time Undergraduate applications are received via the Universities and Conservatoire's Admissions Service (UCAS) except for Applicants domiciled outside the UK and EU who may apply directly to Ravensbourne through the online application portal.

3.3.1. Ravensbourne adheres to the deadlines published by UCAS for undergraduate applications.

3.3.2. Applications made after the deadline are not guaranteed equal consideration by Ravensbourne.

3.4. All Postgraduate applications are received directly via Ravensbourne's online applications portal or via the UCAS Postgraduate Admissions service.

3.4.1. Ravensbourne will publish the deadline for PG and FE/Access applications on its website.

3.5. All FE applications are received by Ravensbourne's online applications portal

available on the Ravensbourne website.

3.5.1. Ravensbourne will publish deadlines for PG and FE applications on its website.

3.6. Applications for full time study to Ravensbourne are not accepted by any other means. Where partnership agreements exist then alternative admission arrangements will be specified in the partnership agreement.

3.7. An applicant will be required to demonstrate in the application that they are likely to meet the minimum entry requirements for Ravensbourne in order for their application to be considered.

3.8. Most courses at Ravensbourne also require submission of a portfolio/showreel and/or an academic interview.

3.9. Minimum academic entry requirements and their international equivalents will be reviewed annually and published on the Ravensbourne website and prospectus.

3.10. Applicants may request an online interview, or an interview in an alternative format which Ravensbourne will take reasonable steps to facilitate.

#### **4. Applications for Deferred Entry**

4.1. Ravensbourne will consider applications for deferred entry from Undergraduate, Postgraduate and Further Education applicants intending to enrol in the academic year following the year of application.

4.2. Applicants holding an offer of admission may only apply for deferral for a maximum of one year of entry.

4.2.1. Applicants wishing to make any further year of deferral will be required to re-apply for admission and be considered in competition with other applicants in the desired year of entry.

## **5. Applicants Under 18 Years of Age**

5.1. Ravensbourne will consider applications for admission to its Undergraduate and Further Education programmes from applicants who will reach the age of 18 during or after their expected period of study.

5.1.1. Under 18's living in England are considered by law to be children which means Ravensbourne will be required to put in place additional provisions to support and safeguard younger applicants.

5.1.2. University is predominantly an adult environment and offers are made on the condition

that parents or guardians accept that Ravensbourne cannot assume parental responsibility for students under the age of 18.

5.1.3. Applicants that are under 18 at enrolment must have the written consent of their parent/guardian to study at Ravensbourne and must provide details of two emergency contacts.

5.1.4. Ravensbourne is not permitted to give information about its students to third parties (including parents), without the student's explicit consent. This applies even when the student is under 18 years of age. Ravensbourne will therefore correspond with students not parents. However in case of emergency Ravensbourne will contact the emergency contacts held on file.

5.1.5. Students aged under 18 who firmly accept an offer from Ravensbourne should be aware that Ravensbourne does not own any accommodation. Accommodation providers have their own policies on accommodating young students and should be contacted directly.

## **6. Multiple Applications**

6.1 The University will consider applications for multiple courses from a single applicant.

6.1.1 If an applicant is successful in receiving multiple offers, only one Firm offer may be held.

## **Fee Status Assessment**

7. Whilst a student at Ravensbourne a student will be required to pay fees. These may include but are not limited to Tuition Fees, Fees relating to the programme (e.g. field trips, materials, printing etc.).

7.1. Prior to an offer being made, the applicant's fee status will be assessed. The Fee Status Assessment will form no part of the academic decision making on the application.

7.2. Ravensbourne will determine fee status in accordance with the Education (Fees and Awards) (England) Regulations 2007 (SI 2007, No. 779) and subsequent amendments, as approved by Act of Parliament.

7.3. The relevant fee status will be communicated to an applicant at the point an offer is made. If Ravensbourne is unable to make an assessment based on the information provided, the applicant will be required to complete the Ravensbourne Fee Assessment Form, which will be sent at the point of offer. 7.4. Up to date information on tuition fees will be published on the relevant section of the [Ravensbourne website](#).

## **Visa Status Assessment**

8. An application will be screened additionally for visa status and Student Visa eligibility, based on the requirement to assess eligibility to study as required by the UKVI.

8.1. Students who require a Student visa to study in the UK are required to demonstrate that they meet the eligibility requirements to be successfully issued with a visa.

8.2. This screening process will form no part of the academic decision making on the application.

8.3. Ravensbourne reserves the right to withdraw or change an offer if an applicant is ineligible to study at Ravensbourne due to immigration status. Applicants in this position will be informed directly as soon as possible.

8.3.1. If an applicant's visa status changes then Ravensbourne's offer of admission will remain valid for the academic cycle in which it was issued.

8.4. Tier 4 eligible students will be required to adhere to additional requirements as detailed in Appendix A.

### **Applications for Advanced Entry**

9. Ravensbourne will consider applications for advanced entry on a case by case basis. Courses that accept applications for advanced entry will list this on their respective online prospectus pages.

9.1. Applicants for advanced entry will be required to complete an APL Form which Admissions will provide to the applicant.

9.2. An application for advanced entry must be submitted through the same channel as any other application.

9.3. Applicants will be required to submit official transcripts/certificates demonstrating the number and level of credits successfully earned.

9.4. The Course Leader will make a decision on how many, if any, credits to award on the basis of their equivalency and acceptability towards meeting the required learning outcomes on Ravensbourne courses.

9.5. Final Approval will be required from a Deputy Dean in order for Admissions to process an offer for advanced entry.

9.6. The relevant Programme Director and Registry department will be informed prior to any offer being made.

9.7. Admissions will not process an offer for Advanced Entry until a fully completed APL

form has been received and all permissions recorded.

## **Accuracy of Information Submitted**

10. Ravensbourne's decision on an application is in good faith on the basis that the information provided is complete and accurate. If there is any change in circumstances after submitting an application (for example, a change in subjects studied), the applicant must inform Ravensbourne as soon as possible. Ravensbourne reserves the right to terminate any student's attendance should it be discovered that a false statement has been made or significant information omitted during the application process.

10.1. Ravensbourne will not accept any additional information submitted after a decision on an application has been communicated. It is expected that all information relevant to an application will have been disclosed to Ravensbourne during or immediately post application submission.

10.1.1. Revisions to predicted grades will only be considered in the event of an administrative error on behalf of the school/college when the original reference was completed.

10.1.2. Revisions will only be considered when submitted by the referee directly and only prior to a decision being reached on the application.

10.2. Should UCAS alert Ravensbourne to possible plagiarism in an application the applicant will be invited to provide an explanation and provide any relevant supporting documentation. The case will be considered by a panel convened by the Head of Admissions and the relevant Programme Director of the course applied for.

10.2.1. If it is determined that the case is not sufficiently answered by the applicant then the application will be rejected and the applicant informed accordingly of the reason for rejection.

10.2.2. If it is determined that the applicant has sufficiently answered the case then the application will proceed as normal.

10.2.2.1. An applicant has the right of appeal against a decision. Any such appeal must be made within 21 days of the decision being sent and should be addressed to the Director of Student Success.

10.3. UCAS operates a similarity detection service for personal statements which checks each personal statement against a library of personal statements previously submitted to UCAS and other sources. If UCAS detects similarity within a personal statement Ravensbourne will be informed accordingly.

10.3.1. The University will contact an applicant for an explanation who has been identified by UCAS in this way and reserves the right to reject applicants should their explanation not prove satisfactory.

## **Student Support**

11. During the application, interview, and enrolment process students have the opportunity to declare any support needs or requirements.

11.1. This information is made available to Student Services so that Ravensbourne can identify and respond to specific student support needs.

11.1.1. Ravensbourne works to ensure equal access to all facilities and will make reasonable adjustments to allow applicants to fully participate in the admissions process.

## **Criminal Convictions**

12.1 Ravensbourne University London does not wish to debar individuals with criminal records from taking advantage of the opportunities provided by Higher Education. In general, a criminal record is not to be regarded as an obstacle to study at Ravensbourne.

12.2 All applicants who have been made an offer for a place at Ravensbourne will be required to declare any relevant unspent criminal convictions as defined in the University Criminal Conviction Policy.

12.3 Failure to declare a relevant offence may invalidate this Agreement and result in your exclusion. Relevant offences include sexual offences, violence, supply of class A drugs, crimes involving firearms or knives, terrorism, arson and theft.

12.4 Applications from candidates with unspent criminal convictions will be considered in the normal manner on the basis of their academic merit.

12.5 Where an Offer Holder declares a relevant unspent criminal conviction, the conviction will be considered by a panel chaired by the Head of Admissions. If there is no objection from the Panel on the basis of the declared criminal conviction the Offer shall proceed as normal.

12.6 Where, as a result of the conviction declared, the Panel deems the Offer Holder to be a risk to the Ravensbourne community, Ravensbourne reserves the right to revoke the offer made to the student, subject to any appeals made pursuant to the University Criminal Conviction Policy.

### **Mitigating Circumstances**

13. If an applicant is ill at any point leading up to or during an examination period, or has any other mitigating circumstances, then these should be submitted to the examination board directly or via the applicant's school. Ravensbourne will not consider mitigating circumstances itself.

### **Interviews**

14. Ravensbourne considers the interview to be the most important selection method for assessing academic potential and ability to succeed on a Ravensbourne programme as well as a vital mechanism for applicants to visit Ravensbourne's facilities and meet academic staff.

14.1. In person interviews should be conducted by a minimum of 2 people. This may include 2 academic staff, 1 academic and 1 student ambassador, or 1 academic and 1 member of professional services.

14.2. If a programme interviews applicants then all applicants should be interviewed regardless of their place of residence.

14.3. An agreed line of questioning should be adopted and questions must be relevant to the programme and to assess the applicant's ability to succeed at Ravensbourne.

14.4. Interviews should be assessed against consistent criteria which are applied throughout the admissions cycle.

14.5. Interview notes should be completed and returned to the Admissions Department for processing within 24 hours of the interview taking place.

14.6. Staff are notified that interview notes are subject to the Data Protection Act and copies may be given to any applicant who requests them subject to any exemptions that exist in law.

15. Ravensbourne may require any student identified as requiring a Tier 4 visa to undergo a brief interview to assess their suitability and intention to study at Ravensbourne.

### **Appeals and Complaints**

16. Decisions on the admission of applicants are final and there is normally no right of appeal against such decisions. Decisions are made on the basis of academic judgement as to whether an individual meets, or is likely to meet, the requirements to succeed on the course.

16.1. Ravensbourne will only consider a complaint relating to an applicant for admission if there is substantive evidence of irregularity in the procedure under which the application has been processed. Unhappiness with an outcome is not grounds for appeal in itself.

16.2. If a formal complaint is received concerning an application it should be addressed to the Head of Admissions. The Head of Admissions will investigate the complaint and respond formally to it.

16.3. If the complaint is not resolved through this investigation then the complainant may submit the complaint to the Director of Student Success. The Director of Student Success will investigate and provide a final response.

## **Accepting an Offer**

### 17. Offer Response

17.1. Applicants for full time undergraduate programmes who have applied via UCAS will be notified by UCAS of the date by which they have to make a formal response to the offers they have received.

17.1.1. UCAS applicants will respond to their offer through the UCAS application system.

17.2. Applicants applying to Ravensbourne directly will be informed by Ravensbourne of the date by which they have to make a formal response to the offer they have received.

17.2.1. Direct applicants are required to respond through Ravensbourne's applicant portal.

## **Unsuccessful Applications**

18. Ravensbourne reserves the right to refuse admission to applicants who have not met the published academic and non academic entry requirements.

18.1. Ravensbourne may also refuse admission where there is evidence that an applicant cannot meet any professional, academic or vocational requirements of their course of choice.

18.2. Ravensbourne may close a course if it becomes full following consideration of all applications received by any 'equal consideration deadlines'.

18.3. Ravensbourne may refuse entry if an applicant is shown to have made fraudulent misrepresentation in their application, e.g. plagiarism, dishonesty.

18.4. Applicants who require a Tier4 visa may be withdrawn if they are unable to meet the statutory requirements set by UKVI.

18.5. An offer to an applicant may also be withdrawn in the event that insufficient numbers of applicants mean that it is no reasonable to run that course.

## Confirmation of Conditional Offers

19. Applicants who have applied via UCAS will have their places confirmed with UCAS by Ravensbourne Admissions as and when Ravensbourne considers all conditions (academic and non academic) relating to their offers have been successfully achieved.

19.1. Academic qualification results for the majority of undergraduate applicants are received directly from the awarding body via UCAS.

19.2. If a candidate is taking a qualification which is not received via UCAS then evidence of exam results should be sent to the Admissions Department.

19.3. A full list of qualification results is available from [UCAS](#) directly. Applicants should check whether their qualifications are on this list.

19.4. If an applicant meets all conditions of their offer then their place will be confirmed with UCAS.

19.5. Applicants who do not meet the academic requirements of their offer will be reviewed by academic staff who will reconsider the application. An applicant in this situation may still be accepted if there are vacancies on the course, or offered an alternative course.

19.6. All offer conditions must be met by 31 August in the year of application.

19.6.1. Exceptions to this deadline are given at the discretion of the Head of Admissions.

20. Applicants who have applied directly to Ravensbourne for Undergraduate, Postgraduate or Further Education courses will have their places confirmed at Ravensbourne directly when Ravensbourne considers all conditions (academic and non academic) to have been successfully achieved. This includes receipt of evidence of exam results which should be sent directly to the Admissions Department.

20.1. All offer conditions must be met by 31 August in the year of application.

20.2. Exceptions to this deadline are given at the discretion of the Head of Admissions.

## **Changes to Courses**

21. Under rare circumstances, it may be necessary to make changes to a course after the time an offer of a place is made and before enrolment onto that course. If this situation arises Ravensbourne will inform affected students at the earliest possible occasion and will advise students of relevant options available to them.

21.1. This may include deferral of a place until the following academic year, offer of an alternative course, alternative models for delivery of that course, or support in finding alternative provision.

21.2. Significant changes to a course may include; discontinuation of the course itself, significant changes to the structure of the course for example, the withdrawal or granting of validation by a professional or statutory body or the failure of an advertised course to gain approval or accreditation. Alterations to the content of the course such as major module changes or structural changes to the delivery of the course, including assessment, teaching and learning.

## **22 Data Protection**

**22.1** Ravensbourne is registered under the Data Protection Act 2018 (DPA 2018) under number Z7901486 to hold Personal Data, including Special Category Data on its Students and third parties, such as individuals enquiring about Ravensbourne services. Ravensbourne's entry on the register can be seen on the Website of the Information Commissioner's Office.

**22.2** The principle purpose for processing Personal Data to prospective or enrolled Students is to facilitate the provision of your university education by way of a contract between Ravensbourne and you.

**22.3** All Personal Data provided by you will be treated strictly in accordance with the Data Protection Act 2018. This means that confidentiality will be respected, and that all appropriate security measures will be taken to prevent unauthorised disclosure.

**22.4** Further information on how the University will process your personal data can be found in

Ravensbourne's [Fair Processing for Students](#).

## **Appendix A ; - Student Visa Additional Conditions**

All new Student Visa Route students sponsored by Ravensbourne University (Ravensbourne) must provide Ravensbourne with originals documents during the in person enrolment session to confirm their qualifications, identity and status. Failure to do so could prevent you from being able to enrol on the day. Photocopies, faxed or other non-original documents ID documents will not be accepted. If you do not have your Biometric Residence Permit(BRP), you will only be fully enrolled if you provide us with your Home Office decision letter and/or short term visa vignette/ or UKVCAS/SCC receipt of your valid Student Route visa application.

During in-person enrolment you should bring originals of the following documents:

- Current and valid passport(s);
    - 30 day short term visa vignette and Home Office decision letter/ UKVCAS/SCC receipt of Student visa application (for in country-applicants only);
  - Original educational certificates/transcripts;
  - Original English language test results, if applicable;
  - Police Registration certificate, if applicable;
- and
- Ravensbourne Offer Letter.

If you are unable to arrive in the UK by the in-person enrolment deadline you must inform the Admissions department/compliance team as soon as reasonably possible by emailing: [international@rave.ac.uk](mailto:international@rave.ac.uk). Please note that if you fail to enrol onto your course by the published enrolment deadline, and do not receive permission from Ravensbourne to arrive later, your offer to study will be withdrawn and a report will be made to the Home Office to cancel our sponsorship of your Student visa.

New students must also attend the Sponsored student orientation/induction programme as part of their enrolment requirements.

Continuing sponsored students must complete the online re-enrolment task and if required provide Ravensbourne with originals of the current and valid passport(s) visa or BRP (or UKVCAS/SCC receipt confirming submission of your visa application if you applied to extend your Student visa) which will be checked by Ravensbourne to confirm their identity and valid UK immigration permission.

## Tuition Fees

Sponsored student tuition fees and other charges must be paid in full in advance of or by the in-person- enrolment deadline, unless given permission to pay at a later date, in order to be fully enrolled at Ravensbourne. New students must pay any tuition fees (first year amount for undergraduate students) that remain outstanding, less the £5,000 non-refundable CAS deposit they would have already paid in order to be issued with a CAS, by the in-person enrolment deadline. The £5,000 non-refundable CAS deposit already paid will be credited to your total tuition fees. Please refer to Ravensbourne's Tuition fee refund procedures for sponsored students on our website for more information on Ravensbourne's refund policy for sponsored students.

Please note that currently continuing students are not normally able to arrange payment of their tuition fees by instalment, however, request to pay tuition fees by instalments will be assessed on a case by case basis and will depend on the student's prevailing circumstances.

## **Sponsored Student Responsibilities**

By completing the online enrolment all new and continuing sponsored students sponsored by Ravensbourne for visa purposes, are also confirming that they will adhere to the following Sponsored Student Responsibilities:

As a Sponsored Student, the Home Office and Ravensbourne expect you to meet the terms and conditions of your Student Visa immigration permission as defined by the Home Office/UK Visas and Immigration (UKVI). It is your responsibility to comply with all your Sponsored Student responsibilities and failure to do so may result in Ravensbourne withdrawing its sponsorship of your student visa.

**Personal Information** Ensure that you provide Ravensbourne with your most up to date contact details and inform Registry and the Compliance teams immediately of any changes to your: Address in the UK; Permanent Residential (overseas) Address; Personal and institutional email address; and UK Telephone/Mobile number.

You agree to stay in London or within reasonable distance of the Ravensbourne campus during term time.

You also agree to inform the Home Office/UKVI of any changes to your UK contact details, if applicable.

If you are required to register with the police you must also inform the OVRO office of any changes to your UK address or other relevant personal details.

### Immigration Permission

Provide the Admissions department/Visa Compliance with a scanned copy of your passport and immigration permission (student short term visa and decision letter) before you arrive at Ravensbourne.

Inform Ravensbourne of any changes to these documents e.g. if you obtain a new passport, get a new Biometric Residence Permit (BRP) or if you change your immigration status. Register with the UK Police, or make attempts to do so by visiting the relevant office, within 7 days of your arrival in the UK, or visa approval letter if you applied from within the UK, if it is stated on your 30 day short term visa vignette or Home Office/UKVI decision letter.

Leave the UK within 60 days of Ravensbourne making a report to UKVI or the date detailed on the curtailment letter you receive from UKVI if your visa sponsorship is withdrawn by Ravensbourne in the event that you take an authorised leave of absence, defer, withdraw from your course or retake exams and you will not be attending during the year.

### Attendance and Engagement

Attend all scheduled classes, contact points, work placements, meetings with tutors or supervisors and all other required contact points. Ravensbourne is required to monitor attendance of all students it sponsors and report persistent unauthorised absence to the Home Office. If you are unable to attend your classes or other Ravensbourne contact points due to illness or other reasons you must inform your tutor and the attendance monitoring team in advance, to avoid your absence being recorded as unauthorised. Please read Ravensbourne's Attendance Policy and the Sponsored Student Attendance + Engagement Policy and Monitoring Procedure, which is located in the Student Visa information section of the student intranet, carefully.

You also agree to attend enrolment within the stated period.

Please refer to the UK Council for International Student Affairs (UKCISA) guidance on 'Protecting your immigration status' for some useful tips.

## Work Conditions

Only work the number of hours as permitted by your immigration permission. Further Education (FE) students are currently permitted to work 10 hours per week during term time. Postgraduate and Undergraduate students are currently permitted to work 20 hours per week during term-time. All students are permitted to work full-time (approx. 40 hours) during official Ravensbourne vacation periods. Please check Ravensbourne's website and student internet for official term dates.

Please note that Postgraduate students must adhere to the 20 hours per week rule during their summer term.

Ensure that you comply with the working conditions of your student leave as set by the Home Office/UKVI. Please refer to the UK Council for International Student Affairs (UKCISA) information on 'Protecting your immigration status' for more guidance.

## Communication

Ensure that you check your Ravensbourne email regularly so you can act appropriately and in a timely manner to any communication related to your Sponsored Student status. Ravensbourne will normally use this email to contact you during your studies. Please note that the terms and conditions which apply to sponsored students studying at Ravensbourne University London are subject to be amended/changed in line with changes to the UK Immigration Policies, Rules and Regulations that apply to sponsored students.