

## Important Information Concerning Enrolment and Attendance

This information on student enrolment and attendance is relevant to all Royal Holloway students and it is therefore essential that you follow the procedures below.

Students who enter the UK on a *Tier 4 General Student Visa (also known as the Student Route)* and fail to comply with the procedures set out in this document will be reported to UK Visas and Immigration (UKVI) and will be required to leave the UK.

### Enrolment Requirements

All students are required to enrol at Royal Holloway within 21 days of the start of their programme of study by completing:

- Online Sign-Up
- Tuition Fee Payment
- Identity Check (new students only)

It is your responsibility to ensure you complete enrolment, including keeping your contact details up to date on [Campus Connect](#).

### Attendance Requirements

Your school/department monitors your academic attendance, engagement and progress in order to offer you appropriate academic and pastoral support and to identify where support from outside the department may be necessary. The activities at which your attendance is monitored may vary depending upon the discipline in which you are studying.

As a student you must:

- Attend all in-person classes and online activities necessary for the pursuit of your studies.
- Undertake all assessments.
- Attend meetings and other activities as required by your department/school(s), both in person and online.
- Advise your department/school(s) of any absence and complete any relevant paperwork.
- Complete any attendance register that is circulated, manual or electronic, ensuring your attendance and engagement has been recorded.

Should you choose not to attend or submit work satisfactorily, then formal disciplinary action may be implemented. You could be issued with a formal warning which can escalate to the termination of your registration at the College. For further information on College regulations, please [click here](#).

### Visa Holding Students

Royal Holloway is required to meet certain conditions set by the UK Visas and Immigration (UKVI). We are required to hold a copy of your passport and visa on record and up-to-date address and contact details for you in the UK. Therefore, you must adhere to the following:

- New students – You must complete an Identity Check to provide a copy of your valid passport and visa during your first week at Royal Holloway. For further information on ‘How to Enrol’ and complete your Identity Check, please [click here](#).
- If there is any change to your visa or passport details (e.g. you renew your visa) you will need to provide an updated copy. Please email [Student-Administration@royalholloway.ac.uk](mailto:Student-Administration@royalholloway.ac.uk) for further information.
- If there is any change to your address or contact details for you in the UK you must update this on [Campus Connect](#) as soon as possible.
- *Tier 4 General Visa Students (Student Route)* – If you are absent and not engaging with classes or supervisory sessions, in-person and online, without explanation and found to be in breach of your visa conditions, Royal Holloway is obliged to report you to the UKVI. This would result in the termination of your registration and you would have to leave the UK. The termination of registration due to a breach in visa conditions is independent of the College's formal warning process and is not open to appeal.

## **Coronavirus**

Courses for 2020/21 have been adapted to take account of the possible impact of coronavirus (Covid-19). Each course has been set up to accommodate a mix of studying face-to-face and remotely. You should aim to arrive on campus for the start of your programme although we understand that travel, social distancing, quarantine or health shielding restrictions, due to Covid-19, may delay your arrival on campus. If you are delayed, due to impact of coronavirus, you should start your course remotely and aim to arrive on campus as soon as situation allows and inform us of when you have arrived. If you are an international student and during the academic year have to leave the UK for reasons relating to coronavirus you must inform us. For further information about the 2020/21 academic year please click [here](#).