Tier 4: Student applying to be absent from Stirling

- Student on annual leave
- Student going on fieldwork

**Is it for longer than 14 days?**

- No. No further action required

**Taught student completes the 'Application to Undertake Fieldwork or Other Leave' form downloadable from website**

**Research student applies via Compass**

**Supervisor/Programme director authorises request before submission to ERT**

**Authorised**

- ERT update SAB: Reason for Absence, Academic year, start of absence and record details in notes field. If students re-enrolment is due during period away, update passport hurdle to CON and put IMA on STU

- ERT email student (ERT_T4_FWSUB) confirming request authorised. Taught students: form saved against SAB through document manager

- A week before the student is due to return to Stirling ERT will email (ERT_T4_FWRET) the student to request that they present themselves to SA for their return to be recorded.

- Student attends SA. SA staff update the SAB record to record their return

**Not Authorised. Supervisor to discuss with student**

- ERT review request

- ERT liaise with student and arrange meeting to discuss

**Authorised**

- Student requires extension. ERT review and contact supervisor for their authorisation

**Not Authorised. SAB updated**

**Taught student completes the 'Application for Tier 4 Students to Return Home' Early' form downloadable from website.**

**Research student completes 'Change study location' on Compass**

**ERT withdraws T4 sponsorship visa Home Office SMS**

**VIS is updated:**
- Made out of use
- UDF report fields
- SRL sent
- Paperwork filed

**Student does not attend nor submits a new form.** The student will be reported to Home Office where the Supervisor/PD has had no contact from the student.

**VIS is updated:** Made out of use, UDF report fields, SRL sent, Paperwork filed

**KEY:**
- ERT – Enrolment and Records Team
- SAB/STU – SITS screen
- PD – Programme Director
- IMA – Instant message alert on SITS
- SA – Student Administration

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