

Time Away During Semester Time

As part of their [visa responsibilities](#), students on a Student visa (previously called Tier 4 visa) must attend all teaching or supervisory sessions and take part in all aspects of their course including completing any assignments or in class tests so they make good progress. This is both for taught modules and independent study such as a dissertation or research project.

The table below gives a summary of permitted time away. Further explanation can be found beneath the table.

Situation	Duration of travel	Permission needed	Visa implications
Unwell and cannot attend teaching	Up to 2 weeks	Students must let their module leader/s know by email and catch up with any learning missed	This will not be reported to the UKVI
Unwell and cannot attend teaching	More than 2 weeks	Students must talk to module leader/s and ISAT about whether it is possible to make up the missed work or whether ATW is more appropriate. If absences of more than 2 weeks are permitted, a work plan must be agreed.	This may need to be reported - ISAT will advise depending on the situation
Travel home for an emergency	Up to 2 weeks	Travel permitted if permission from Faculty is given and student can make up any missed work or assessments.	This will not be reported to the UKVI
Travel home for an emergency	More than 2 weeks	Students must talk to module leader/s and ISAT about whether it is possible to make up the missed work or whether ATW is more appropriate. If absences of more than 2 weeks are permitted, a work plan must be agreed.	This may need to be reported - ISAT will advise depending on the situation

Situation	Duration of travel	Permission needed	Visa implications
Taught Masters wishing to study dissertation/research project overseas	Up to 3 months	<p>Travel permitted if permission from the Faculty and ISCT (by completing the travel form) is given.</p> <p>Students must complete all your studies and fully engage with your course from overseas.</p>	<p>If you plan to return to the UK before the end of your visa, this will not be reported.</p> <p>If you tell us you are leaving the UK and will not return, we will report this to the UK.</p>
Taught Masters wishing to study dissertation/research project overseas	More than 3 months	<p>Travel permitted if permission from the Faculty and ISCT (by completing the travel form) is given.</p>	<p>This will be reported to the UKVI. Please speak to ISAT about the implications for your visa.</p>
Research students (MA/MSc/LLM by Research or PhD/MPhil) wishing to study dissertation/research project overseas	Dependent on the work required	<p>Permission must be given by Supervisor and Research Degrees team (rdt-researchdegrees@brookes.ac.uk)</p>	<p>This will not be reported to the UKVI unless you will not return to the UK.</p>

Situation	Duration of travel	Permission needed	Visa implications
Travel for tourism during semester time		Travel is permitted during the weekends when there are no classes scheduled as long as all work can be completed before or after travel. Travel is not permitted if it means students will miss any teaching, learning or assessment.	
Undergraduate student wishing to study overseas		This is not permitted for any length of time unless there is an emergency as detailed above.	

How do I tell whether someone is an international student with a visa?

Students will have Y in the Tier 4 column on the Records and Results page on Banner. This is because the Student visa used to be called a Tier 4 visa.

Do I need to do anything if international students with a visa tell me they are unwell?

If students are unwell for a short period of time, for example up to two weeks, you do not need to notify anyone. Please send them any work they can catch up with once they are better. If a student is unwell for **2 weeks or longer**, please talk to the [International Student Advice Team \(ISAT\)](#) about their situation as depending on their illness, they may need to take time out from their course which will have implications for their visa.

Do I need to do anything if I notice international students with a visa are not attending their teaching?

Yes, this is a breach of their visa responsibilities. If you normally contact students to ask about absences, please continue to do this in the normal way. Please contact ISAT if any of the following occur:

- A student with a visa does not attend classes for more than 2 weeks
- A student with a visa student does not attend classes on a regular basis
- You have any other attendance concerns about students with a visa

ISAT will meet with the student and explain their visa responsibilities.

Can I give permission for an international student with a visa to study outside the UK during semester time?

Students on a Masters or Research programme can get permission from ISCT to travel for up to 3 months if they meet all the criteria below. Please note, it is NOT permitted to give Undergraduate students permission to study outside the UK unless there are extraordinary reasons.

The student must:

- have NO taught modules on their programme
- have NO in person teaching e.g. lectures or seminars
- be able to complete all remaining elements of their course overseas
- have permission from Faculty to study overseas
- be able to provide the details of their overseas study (place of study and dates overseas)
- Have completed the [Taught Masters travel form](#)

An international student with a visa has extraordinary circumstances, can I give permission for them to travel outside the UK?

In the following some circumstances, staff can give permission.

- The absence should not be longer than 2 weeks. During the time they are away, the student must not miss any assessments and
- The Subject Coordinator (SC) or Programme Lead (PL) must be satisfied that the student can either study fully while overseas or catch up with key elements of any missed teaching, learning and assessments when they return.

Absences of longer than this must be discussed with ISAT and can only be agreed where there is a plan about how the study is going to fully engage with the course during their absence. ISAT can also advise if you are not sure whether a student's circumstances constitute extraordinary circumstances.

How do I give the permission, the student says they need a letter to prove this?

Students do not need a letter, an email from a Brookes account is sufficient. In the email, you need to confirm the dates you have given permission for travel from and to so a UKVI Border Official can clearly see they have permission to return. Once permission is

granted, the email can either be written by the SC or PL or by a member of Professional Services on their behalf. Please contact ISAT if you have questions about the email permission.

Can international students do their work placement overseas?

Yes, if the work placement meets all of the normal Brookes requirements, it is possible for an international student to complete the placement overseas and their visa is not affected. Students must be registered on the work placement modules and we will report the overseas address of the placement in the normal way but additional permission is not required.