

Student Route Visa Holder: Roles and Responsibilities

## Student Details

Student name:

Personal identifier:

Faculty:

Lead supervisor:

Date:

## Purpose of the Agreement

This agreement applies to postgraduate research students who hold a Student Route visa sponsored by The Open University. It does not apply to individuals holding any other type of visa or students whose visa is sponsored by another institution (such as an Affiliated Research Centre).

The purpose of this agreement is to ensure that the above-named student and the Open University are aware of their responsibilities both as a sponsor and a Student Route Visa Holder.

This agreement serves as the ground rules that enable both the above-named student and The Open University to ensure that they comply with the requirements of the UK Visas and Immigration agency (UKVI).

## Responsibilities

### Graduate School

1. The Graduate School, working with the relevant Faculty, will retain responsibility for ensuring that the following information relating to the above-named student is retained:
   1. Up to date copies of the passport, visa, and biometric residence permit or if you have the new eVisa, a copy of your share code as evidence of application.
   2. Current and historic contact details.
   3. A record of attendance and engagement.
2. The Graduate School will provide the above-named student with notification of any changes in UK immigration policy that will have an impact on the terms of their visa.

### Student

The above-named student is responsible for ensuring that they:

1. Abide by the terms of the Academic Attendance and Engagement Policy, attending all study activities as required by their programme. This includes (but is not limited to):
   1. Attending at least 10 formal supervision meetings per academic year. These meetings should be on campus.
   2. Logging all formal supervision meetings on PGR Manager.
   3. Engaging with annual progress monitoring.
   4. Meeting academic milestones including upgrade, thesis submission and examination.
2. Immediately inform the Graduate School of any changes to their visa status.
3. Provide the Graduate School with up-to-date copies of their passport, visa, biometric residence permit and eVisa (where applicable).
4. Immediately inform the Graduate School of any changes to their contact details including residential address, telephone number, and personal email address. Full-time students are expected to reside within an easily commutable distance to campus.
5. Submit all requests annual leave or any authorised absence where they will be absent from their normal place of study in a timely manner, ensuring that the request is approved by the Graduate School in advance of the planned absence on the PGR Manager platform.
6. Attend the annual visa check in person, where they will be asked to present their passport and sign an updated Student Route Visa Holder Roles and Responsibilities form each year.

### Student current UK contact details

**Residential address:**

**Mobile Telephone Number:**

### Student Next of Kin contact details

**Name:**

**Relationship to student:**

**Email address:**

**Contact telephone number:**

I, the above student confirm that the information given Is correct. I understand that should I fail with any of the requirements set out above The Open University may withdraw Its sponsorship of my Student Route Visa.

Student's Signature………………………………………………………………………………………………………………..

Date: ……………………………………………………………………………………………………………………………………………….

Graduate School staff signature: …………………………………………………………………………………..

Date: ……………………………………………………………………………………………………………………………………………….