



Advice • Support • Knowledge • Understanding • Solutions

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How to submit your Tier 4 Attendance Form

This guide is designed to help you submit your Tier 4 Attendance Form via Salford Advantage. You should read the Attendance Policy for Tier 4 Students before submitting your form so that you know how often you should submit your form. As a **general rule** you should:

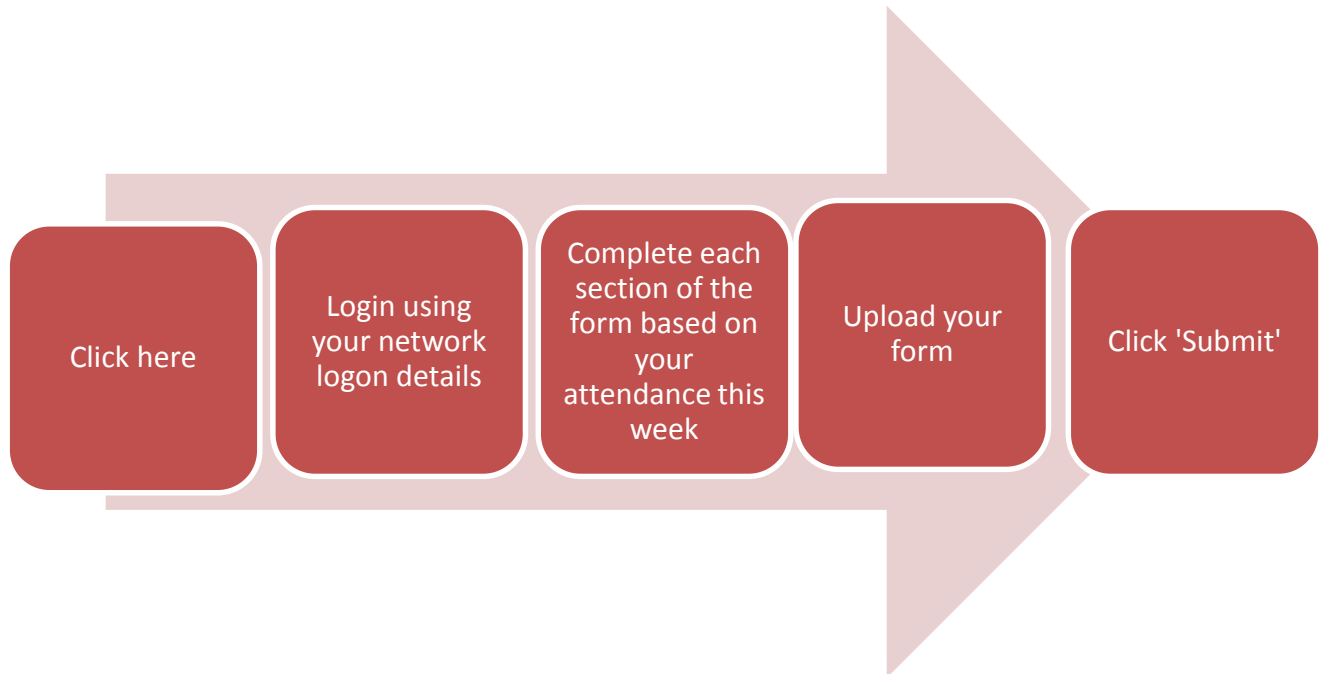
- submit your form **once a week** if you are on an **Undergraduate or a taught Postgraduate programme of study**
- submit your form or a timesheet **once a week** if you are on a **work placement or exchange programme**
- submit your form **once a month** if you have progressed to the **final stage of a taught Postgraduate programme of study** or if you are completing a **research programme**
- submit some evidence to us if you are unable to attend during that week or month, **i.e. if you are sick**

Depending on the type of programme you are currently studying on, you may need to submit a different type of form:

- if you are on a taught programme you will need to submit a Tier 4 Attendance Form
- if you are a research student you will need to submit a Research Supervisory Record Form
- if you are sick you will need to submit a form detailing your sickness and when you expect to return. This is called a Self Certificate for Sickness and it covers the first 7 days of sickness. If you are absent for more than one week you will need to submit a note from a Doctor or medical professional.

Using Salford Advantage

You can access the Salford Advantage portal by clicking the 'Click here' button below:



Submitting your form is a quick and simple five stage process. You can submit your form up until the Sunday following the week of teaching (if you submit your form weekly) or the month of teaching (if you submit your form monthly).

- 1) You should have received an email from us detailing the University's attendance policy:



24th September 2015

Important Information about Attendance for Tier 4 Sponsored Students

STUDENT ID @[00123456](#)

Dear Scott,

The Home Office (UK Visas & Immigration) requires the University to keep records of attendance for all students on Tier 4 visas and to report back to them any student who falls below the University's minimum level of attendance. We are writing to you to explain how the University will record your attendance and what you must do to help us keep our records up to date.

You must submit a signed [Tier 4 Attendance Form](#) regularly via [Salford Advantage](#).

The regularity of submission will depend on your circumstances.

1. **Students completing Taught Modules (Undergraduate and Postgraduate)**

- 2) Login:



Current Students and Staff

Username

Enter your network User ID here

Password

Enter your network password here

Login

[Reset your Password](#)

OR

Graduate

3) Fill out the relevant information and upload your form:

Tier 4 Attendance Form

i If you currently hold a Tier 4 visa sponsored by the University of Salford you must submit your weekly or monthly attendance information here.

Please note, your submission **will not** be approved if you:

- Overwrite the dates on your form - where this has occurred, they may well be checked with the compliance team for fraudulent activity.

YOU MUST SUBMIT ONE FORM PER WEEK OR MONTH DEPENDANT ON YOUR MODE OF STUDY, SUBMITTING THE SAME FORM BUT OVERWRITING THE DATE OR FORGING AN ACADEMIC SIGNATURE IS A DISCIPLINARY OFFENCE AND MAY RESULT YOUR WITHDRAWAL FROM THE PROGRAMME OF STUDY.

- Submit more than one form at the same time. You must submit your form or attendance information each week or each month dependent on your course of study
- Submit your attendance information after the teaching week has finished (if you are required to submit weekly) or teaching month has finished (if you are required to submit monthly), i.e. submit your form late. For more information on teaching weeks for the university, please click [here](#)
- Submit an attendance form that has not been signed by an academic or technical member of staff

TYPING THE ACADEMIC MEMBER OF STAFF'S NAME IS UNACCEPTABLE

- Submit the form on behalf of someone else
- Submit a form that is illegible or unreadable

For more information on the University of Salford's attendance policy for students holding a Tier 4 visa, please click [here](#).

1. Take note of any important information here

2. Your student ID number, name and student email address will be pre-populated in the boxes here based on information on your student record

3. You should select the mode of study most appropriate to you:

a.) Undergraduate level; BA, BSc, LLB, BEng, Foundation degrees or Meng courses
b) Postgraduate Taught; MA, MSc, LLT or PgCert or PgDip courses
c) Postgraduate Research; Mphil, MRes or PhD courses

Ensure you select the correct option, selecting the wrong option may result in an error on your record.

4. You should select the school you are currently studying with.

Ensure you select the correct option, selecting the wrong option may delay your form being processed.

* Student Number
@00123456

* Name
First Name Last Name
Salford Student

Email Address
s.student@edu.salford.ac.uk

* Please select your mode of study

* Please select your school (2)

* Have you attended class or a supervision session this week?

Yes

Yes

No

Currently on Placement

Contextual Evidence (For Office Use Only)

Late Submission (For Office Use Only)

5. Select:

A.) "Yes" if you have attended;
B) "No" if you have not attended or been absent this week; or
C) "Currently on placement" if you are currently on a work placement or exchange programme of your course

a) If you select 'Yes', you have attended:

*** Have you attended class or a supervision session this week?**
Yes

*** Date of class, supervision session or date of absence**
Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
dd-mmm-yyyy

*** Title of Class or Supervision Session Attended**
Enter the title of the class you have attended. If you are a research student or a postgraduate student completing a dissertation, please type "Supervision Session" followed by the month and year, i.e. "Supervision Session October 2015".

*** Time of Class**
hh:mm am/pm

Lecturer/Supervisor Name
First Name Last Name

*** Signed Attendance Sheet**
Please scan and attach the Tier 4 Attendance Form or Research Supervisory Record Form signed by your Lecturer or Supervisor. Please ensure your uploaded file contains your Student Number and Date of Class within the document name. For example '@12345678_11/07/2014.docx'. You can submit a Microsoft Word supported document (.docx), a picture file (.jpeg), an Adobe Acrobat file (.pdf) or a zip file (.zip). All submissions must be under 4MB.
Upload file Browse

Have you declined this submission? (Office Use Only)

Save draft Submit

6. Enter the date of the class you attended

7. Enter the title of the class you attended. If you are a research student or postgraduate student completing a dissertation, please type "Supervision Session" followed by the month and year, i.e. "Supervision Session February 2016"

8. Enter the time of the class you attended

9. Enter the name of the lecturer or supervisor here

10. See section 4 for information on how to upload your form

11. Once all the required fields have been filled in, click "Submit"

b) If you select 'No', you have not attended:

*** Have you attended class or a supervision session this week?**
No

*** Date of class, supervision session or date of absence**
Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
dd-mmm-yyyy

*** If you have not attended please select why**

Have you declined this submission? (Office Use Only)

Save draft Submit

6. Enter the date you are submitting this form

7. Select why you have not attended from the drop down. The available options are: 'sickness', 'authorised absence', 'reading week' and 'I want to request an authorised absence'

- Sickness

*** Have you attended class or a supervision session this week?**
 No ▼

*** Date of class, supervision session or date of absence**
 Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
 dd-mmm-yyyy

*** If you have not attended please select why**
 Sickness ▼

! If you are currently absent from university due to sickness we will require a document from you to confirm why you are unable to attend. If you have been absent for less than a week you must complete a self certification detailing the nature of the illness.

If you have been absent for more than one week you must supply a Doctor's note or a note from a medical professional.

*** Doctors/Medical Evidence**
 Upload file

Have you declined this submission? (Office Use Only)
 ▼

8. If you select sickness you must upload:

- Self certification form detailing the nature of the illness (if absent for less than 1 week)
- Doctors note/note from a medical professional (if absent for more than 1 week)

See section 4 for information on how to upload this form.

9. Once all the required fields have been filled in, click "Submit"

- Authorised absence

*** Have you attended class or a supervision session this week?**
 No ▼

*** Date of class, supervision session or date of absence**
 Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
 dd-mmm-yyyy

*** If you have not attended please select why**
 Authorised Absence ▼

*** Please detail the member of staff who has authorised your absence**
 First Name Last Name

Have you declined this submission? (Office Use Only)
 ▼

8. If you select 'Authorised Absence' you must include the name of the staff member who has authorised your absence here

9. Once all the required fields have been filled in, click "Submit"

- Reading week

*** Have you attended class or a supervision session this week?**
No

*** Date of class, supervision session or date of absence**
Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
dd-mmm-yyyy

*** Have you attended class or a supervision session this week?**
No

*** Date of class, supervision session or date of absence**
Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
dd-mmm-yyyy

*** If you have not attended please select why**
I want to request an authorised Absence

Please give the reasons for your absence, your school will review the absence and advise you if this can be classed as authorised

Have you declined this submission? (Office Use Only)

Save draft Submit

8. If you have a 'Reading Week' you do not need to upload anything. Your school office will review whether this is the case

9. Once all the required fields have been filled in, click "Submit"

8. If you wish to request an authorised absence, you must include the reasons for your absence here. Your school will review this and advise if this can be classed as authorised.

9. Once all the required fields have been filled in, click "Submit"

- I want to request an authorised absence

c) If you select 'Currently on placement':

*** Have you attended class or a supervision session this week?**
Currently on Placement

*** Date of class, supervision session or date of absence**
Please indicate the date you have attended your class or the date you are submitting this request if have not attended a class this week, i.e. due to sickness, absence or if you are currently on a placement as part of your study.
dd-mmm-yyyy

*** Placement Timesheet**
Upload file Browse

Has your placement address recently changed?

Have you declined this submission? (Office Use Only)

Save draft Submit

6. Enter the date of one of your placement days

7. Upload a copy of your placement timesheet. See section 4 for details on how to upload your form.

8. Select 'Yes' or 'No' for if your placement address has recently changed. Please note: if you select 'Yes', you will be required to give the details of your new placement.

11. Once all the required fields have been filled in, click "Submit"

When you are completing the online form, make sure you select the appropriate mode of study and school you are studying with. If you fail to do so you may find your attendance will not be recorded correctly.

The following degrees are classed as Undergraduate and Postgraduate Taught Programmes:

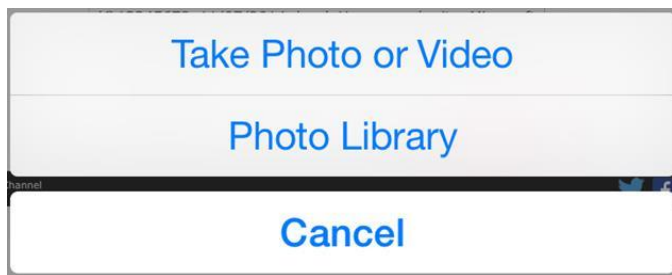
- HNC/HND;
- BA or BSC;
- BEng or Meng;
- MA or MSc;
- PgCert or PgDip.

The following degrees are classed as Postgraduate Research Programmes:

- MPhil or MRes;
- PhD, Doctorate of Musical Arts (DMA) or Doctorate of Engineering.

4) How to upload your signed Attendance Form:

a.)



Select the appropriate option

b.) Either take a photo of your signed form or upload one from your camera roll:

A scanned image of a signed 'Tier 4 Attendance Form' from the University of Salford, Manchester. The form is filled out with handwritten information in blue ink. The personal details section includes the surname 'Mitchell', first name 'Scott', and student ID number '@00123456'. The signature is 'S. Mitchell' and the date is '29.09.15'. The student indicates they are currently completing taught modules. The study details section includes the school name, lecturer 'Michael Taylor', and class title 'Attendance 101'. The session date is '29.09.15' and the time is '13:00'. The lecturer's signature is also present. A large empty box at the bottom is for postgraduate students to indicate progress. The form is titled 'Tier 4 Attendance Form' and includes a section for 'Your personal details' and 'Details about your study'.

c.) Finally, submit your form:

Signed Attendance Sheet

Please scan and attach the Tier 4 Attendance Form or Research Supervisory Record Form signed by your Lecturer or Supervisor. Please ensure your uploaded file contains your Student Number and Date of Class within the document name. For example '@12345678_11/07/2014.docx'. You can submit a Microsoft Word supported document (.docx), a picture file (.jpeg), an Adobe Acrobat file (.pdf) or a zip file (.zip). All submissions must be under 4MB.

Upload file

Once you have uploaded your form, click "Submit"

When you are completing the online form, make sure you select the appropriate mode of study and school you are studying with. If you fail to do so you may find your attendance will not be recorded correctly.

The following degrees are classed as Undergraduate or Postgraduate Taught Programmes:

- HNC/HND
- BA or BSc
- BEng or MEng
- MA or MSc
- PgCert or PgDip

The following degrees are classed as Postgraduate Research Programmes:

- MPhil or MRes;
- PhD, Doctorate of Musical Arts (DMA) or Doctorate of Engineering.

You will receive email confirmation of your submission to your **student email address**.

It is vital that you check your student email address on a regular basis as this is where we will send most communications to you regarding your attendance.

Your form will not be approved if you:

1. Submit more than one form at the same time. You must submit your form or attendance information each week or each month dependent on your course of study.
2. Submit your attendance information after the teaching week or month has finished, i.e. you submit your form late.
3. Submit an attendance form that has not been signed by an academic or technical member of staff.
4. Submit the form on behalf of someone else.
5. Submit a form that is illegible.
6. Submit a form that has been altered in any way, e.g. the signature or date have been changed.

If your school does not approve your form, you will be sent an email detailing the reason for the decline.

FAQs

1. I can't log into Salford Advantage

If you are unable to log into Advantage there may be a problem with your registration record or you may not yet have activated your student account:

- a) Please check that you have activated your student account by logging into the University network with your unique username and password that was sent to you in your registration communication.
- b) The other reason you may not appear is because you are not fully registered. If you are unable to log in as stated above please email Registration@salford.ac.uk

2. My course is wrong in Salford Advantage

This means you could be registered for the wrong course. Please inform your School Office of this and they will look into it for you.

3. I am on placement and my placement office does not have a computer

Salford Advantage is smart device enabled. You can use it on most smart phones and tablet devices and can upload directly from your phone or tablet device. As long as the form you submit is legible, you can upload a picture of your form. Most smart phones and tablet devices will take a picture under the file size allowed on Salford Advantage. Many local libraries also offer open access computing facilities.