

Student Services

The Student Services department provides support to students on a range of issues. From managing your finances to finding a graduate job, their services are there to help you make the most of your time at university. Services include counselling, careers information, disability advice, faith provision and help with finances & budgeting.

Student's Union – Undeb Bangor

Undeb Bangor (your Students' Union here at Bangor) includes Student Sports, Societies, Volunteering, UMCB, Student Voice, Student Democracy, Student Representation, Student Events, Mentoring, Student Employability, and much more.

We are here for all students. No matter who you are, what you do, where you are from, the language you speak or how you identify; we are here to support you, to welcome you, and to ensure that you enjoy every minute at Bangor University.

Contacts:

Immigration Office:

immigration@bangor.ac.uk for attendance and visa related issues

International Education Centre:

internationalsupport@bangor.ac.uk

Student Services:

studentservices@bangor.ac.uk

Student Administration:

registration@bangor.ac.uk

Relevant Web Pages:

https://www.bangor.ac.uk/international/support/visa_immigration.php.en

<https://www.bangor.ac.uk/international/>

<https://www.bangor.ac.uk/student-services/>

STUDENT VISA: GUIDE

This leaflet has been put together to help you with your Student Visa responsibilities.

Your Responsibilities

You must attend all scheduled lectures, meetings and teaching events whether in person or online.

You must attend meetings with your Personal Tutor, and take part in lectures and teaching events.

If you are absent, you must complete the relevant paperwork and inform your School.

You must make sure you comply with the conditions of your visa and work with the University to

University Responsibilities

To make sure that you have an excellent education.

Provide you with appropriate support and advice should you need it.

Comply with Home Office Visa Regulations in relation to your Student Visa.

Use a warning system to inform you if you are not complying with our Policy, (if you are missing lectures and other teaching events).

ACADEMIC ENGAGEMENT POLICY STATEMENT

The University is committed to excellence in education, and to supporting the progression and achievement of students. We expect our students to attend lectures, meetings and other teaching events whether in person or online. Regular monitoring of student engagement allows the University to identify students who may need guidance or support. The University monitors attendance and engagement and has a "Non-Engagement Procedure" that sets out how concerns will be followed up.

Important Information

Biometric Residence Permits (BRP Cards) normally need to be collected within 10 days of arriving in the UK and prior to commencing your course. However, in the current Covid-19 situation the arrangement for collecting your card will be different you will be informed how to collect your card by the Immigration Team. The collection point will either be the Governance and Compliance Office at the University, if you have used the relevant code in your application, or the Post Office. *Please ensure that the BRP Card is correct and has the University sponsorship reference GWBETJJ6X.*

The length of time (leave) granted on a Student Visa depends on your course. You should check your CAS letter end date and ensure that you have been granted the correct length of leave. It is a Home Office visa requirement to have any mistakes on your visa corrected. If you have any doubts about the conditions of your visa, please check with the University's

MyBangor Web Page

This is your University home page and is where you can see information relating to both yourself and your course. You can see your attendance record together with a list of your modules and your timetable/calendar. You are able to update your contact information and inform us if you are unable to attend your lectures or other teaching events.

PLEASE CHECK & UPDATE IT REGULARLY

Reporting Absences

The University has a procedure for reporting absences and any special circumstances. You can access this through **MyBangor** and you must use it when you are away from the University or are unable to attend lectures (for example, if you are ill).

Remember to provide all relevant information on the form and be honest and accurate. If the University finds that the information is false or misleading it may follow disciplinary procedures.

Undertaking work whilst being a student

Whilst you are a student at the University on a degree level or above course, you are permitted under your Student Visa to work part-time. UKVI consider work to be both paid work and voluntary work (please check the full conditions of your visa for further details). During term-time you are allowed to work no more than 20 hours per week. The 20 hours includes any paid work and also and unpaid volunteering hours you may do. **The 20 hours is total hours – it is not per job.** If you hold multiple part-time jobs then the total hours of all the work you are doing added together should not be more than 20 hours per week in the term time. If you are an Undergraduate student you can work up to 40 hours per week during vacation periods (out of term time). Postgraduate students are restricted to 20 hours per week at all times.

When you undertake work, whether it is at the University or somewhere else, you must show your BRP Student Visa card, your passport and the Certificate of Registration from the University which confirms your term dates. All employers in the UK have a legal obligation to check that you are allowed to work in the UK and that is why you need to have these documents to show them before you start work. They must take copies of all your documentation to prove to UKVI that they have checked your right to work.

Please remember when accepting work that any volunteering hours you might be doing somewhere counts towards your 20 hours permitted work

The International Student Support Office

Based at the International Education Centre, the Support service provides help & advice during your studies at Bangor. We provide guidance on a range of matters to all international students and their families, such as renewal of visas, finances, health, accommodation and work.

Please contact the International Student Support Office if you have any problems or concerns regarding yourself or your family, or if you need information on any aspect of your stay here in Bangor.

The Office is based at Rathbone Hall on College Road.