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**Student Attendance, Engagement and Absence Policy**

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| Date of Issue  | December 2020 |
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| The policy has been reviewed and supersedes all previous issues. It has undergone the following approval process: |
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| LT&SE Committee | 29 January 2020 |
| Amendments approved by Chair’s action | 27 October 2020 |
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| The policy was last issued in November 2020. The principal changes relate to: |
| Section/Paragraph | Title | Change |
| 3.1, 4.3 and 5.10 | Timetabled Sessions; Where the SAM system does not apply; Special conditions | ‘postgraduate taught students on their dissertation stage’ added to list where SAM does not apply. |
| 4.3 | Where the SAM system does not apply | Attendance issues changed to engagement issues, examples of other means of monitoring engagement added. |
| 5.5 | International students who require a visa | Reference added to new Appendices E and F. |
| 5.6 | Postgrad research students | Addition of student on field trips or placement |
| 5.11 | Students undertaking official roles as Students’ Union sabbatical officers | New subsection |
| Appendix C | UKVI Guidance for the monitoring the academic engagement of international students who require a visa to study under the Student Route | Title updated in line with the latest UKVI guidance; reference to the updated guidance added. Temporary concessions in response to COVID-19 updated in line with the latest guidance. |
| Appendix E | Guidance notes – Student Visa (Student Route) holders and work placements | New appendix |
| Appendix F | Student Visa holders – Managing the Process for Study Abroad, Erasmus and Exchange | New appendix |
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**STUDENT ATTENDANCE, ENGAGEMENT AND ABSENCE POLICY**

# Policy Statement

## Introduction

This policy is based on an approach to education which values the learning that comes from the student’s active engagement with their peers, lecturing staff and other external / professional experts regarding the programme’s subject matter. The University’s Academic Regulations (Section 1, part 2.B) therefore specifies that “attendance at all timetabled sessions, including lectures, tutorials, seminars, practical classes, school or work experience or other activities prescribed by the student programme handbook is compulsory for all students. Students shall present themselves for all assessment and examination requirements in order to satisfy the requirements set out in their student programme handbook.”

It is recognised, however, that there may be some students who have attendance issues which are unavoidable arising from disability, on-going health issues or other protected characteristics[[1]](#footnote-1) covered by the University’s Equality Scheme.

It is also inevitable that some students will experience difficulties outside their control (such as illness or personal problems) that will prevent them from fulfilling their commitments to attend and engage in sessions. Some students will also have difficulty managing the demands of the programme or may be having doubts about the route they have chosen, and these issues are likely to be reflected in their level of attendance and engagement.

The University has a duty of care towards its students as well as obligations to comply with the Equality Act 2010, UK Visas and Immigration (UKVI) guidance with respect to international students who require a visa to study3, and with the Student Loan Company guidelines. This policy outlines the University’s approach to monitoring attendance for these purposes, together with guidelines on how unacceptable levels of student absence should be identified and managed.

## Definitions and Scope

This policy applies to all students registered at the University. For the purposes of this policy the term ‘student’ applies to all registered undergraduate and postgraduate students as well as all degree apprenticeship students and International Short Programme students and trainees. The policy also applies to members of staff who are registered students.

The policy applies to all timetabled sessions, including lectures, seminars, practical classes, exams and certain assessments, as well as to non-timetabled sessions such as tutorials, and to school or work placements or other activities as may be required for a particular programme of study. The policy applies both to sessions held face-to-face and to remote/on-line sessions (for example where these are required to ensure the safety of students under COVID-19 restrictions).

The policy also applies to programmes and modules which may include an element of optionality (for example the student is required to attend a minimum number of sessions)[[2]](#footnote-2); in such cases students are expected to attend the specified number of sessions to meet the programme requirement.

## Data Protection

All data captured and used for the purpose of monitoring attendance and engagement will be processed in compliance with the University’s Data Privacy Standard and with current data protection legislation.

# Student absence and lack of engagement

Student absence and lack of engagement with their programme of study is of concern to the University for the following educational reasons:

* + it may be a sign that the student is having difficulties
	+ it reduces the student’s opportunity to learn and may compromise their potential achievement
	+ in some cases, it may also compromise the opportunities others have to learn
	+ some programmes may have a specific minimum attendance in order to achieve the learning outcomes

Some absences are unavoidable (such as illness, bereavement and jury service) and there are other short-term absences where special circumstances apply, for example students representing their country at a sporting event, performance or exhibition, or for other university or work-related absence such as a post-university job interview. Procedures are in place to enable students to formally notify the University of short-term unavoidable absences or University approved absences from timetabled sessions. Arrangements can then be made for the student to catch up on any missed sessions, and the approved absences will be taken into account when assessing their overall level of attendance and engagement.

Where an unavoidable absence becomes long term, alternative arrangements (such as intermission) may need to be put in place to ensure a fair outcome for the student both academically and financially.

Prolonged, unexplained absences can indicate a student in difficulties. Identifying such students at an early stage allows action to be taken to determine the underlying issue and to offer support and the opportunity to discuss the best option going forward, taking into account academic, financial and personal considerations.

Prolonged, unexplained absence may also indicate that a student has chosen to cease to attend a particular module or programme. Potentially the University could be in receipt of a government backed tuition fee loan for a student who has in effect withdrawn from a particular module or programme. In such a situation the student might also be in receipt of maintenance loans, bursaries or other government funds to which they are no longer entitled. Notification of withdrawal of a student must be made to the Student Loans Company within 60 days of the last date of attendance otherwise penalties accrue which are chargeable to the student.

If the student with absence issues is attending the University is an international visa student, , the University has an obligation to notify UKVI guidance if they fail to meet the required level of attendance. However, in response to the COVID-19 pandemic in 2020, special conditions have been put in place where students have moved to a distance learning model or who are absent as a result of COVID-19 related illness or travel. See Appendix C: UKVI Guidance for the attendance of international students.

# Attendance monitoring 2020/21

## Timetabled Sessions

It is the University’s policy to monitor student attendance at all timetabled sessions and to have procedures in place to identify and follow up students whose attendance falls below an expected standard.

Wherever possible attendance at timetabled sessions (face-to-face in standard teaching spaces) is recorded using the SAM system, either by students ‘swiping in’ or by manual input to the SAM register for that session. However, due to the COVID-19 pandemic in the 2020/21 Academic Year, a high percentage of sessions will be delivered on-line, both at the time of delivery and on demand. Face to face sessions will still be timetabled on the SAM system where suitable rooms (allowing for Covid-safe distancing) are available; however, it is recognised that some students will not be able to attend these face-to-face sessions because of COVID-19 related issues (such as illness, shielding, self-isolation and/or quarantine).

For the majority of students and programmes, therefore, it will not be possible to support attendance monitoring solely on the SAM system. Additionally, there are a number of students and programmes where it is not possible to support attendance monitoring on the SAM system for other reasons (such as Academic Partner programmes, postgraduate research students, postgraduate taught students on their dissertation stage, students on work placements and students for whom special attendance requirements have been arranged).

**In all cases attendance and engagement will be monitored as far as practicable using alternative methods, only including SAM attendance data where this is available.**

Whether the attendance is being recorded on the SAM system or by alternative means, **it remains the responsibility of the session leader** to ensure that an accurate register is taken at each session.

The SAM system supports the analysis of the attendance data though a wide range of views, enquiries and reports and has also been configured to flag up students whose overall attendance across all modules falls below a specified standard; however, the percentage of sessions aligned to SAM is reduced due to COVID-19 and the information provided should be used to complement other attendance and engagement gathering methods used by each academic area.

Guidelines on the use of the SAM system both for recording attendance and for identifying students whose level of attendance falls below the expected standard are given in Appendix B: SAM Guidance.

Guidelines on expected standards of attendance and on procedures for dealing with students whose attendance levels fall below these standards are given in Section 4 below.

## Tutorials

All Tutors/Academic Advisors will normally be expected to manage their own attendance records of planned tutorials with students, as these do not currently form part of the timetable and are therefore not currently monitored via SAM or other centralised systems. Academic Departments are expected to have in place procedures to be followed for students who fail to attend scheduled tutorial meetings. For example, the efforts which will be made to contact them, whether the Programme Coordinator or Year Tutor will be alerted if the student is not responding, and what checks will be made on their academic performance. These arrangements should be extended in 2020/21 to include locally managing patterns of attendance and engagement based on changes to the programme as a result of timetabling and delivery model amendments to ensure COVID-19 safety measures are adhered to. To assist staff, the SAM system can be used to view a student’s attendance pattern on the rest of their formally monitored programme. Staff may also draw upon support from Student Support and Wellbeing to help contact and support students.

## Exams and Assessments

Attendance at exams and timetabled assessments is not monitored. Students are expected to take responsibility for attending all their exams and assessments as non-attendance will result in a fail or non-submission. During 2020/21 alternative exam and assessment arrangements are in place as appropriate to complement more traditional methods.

In exceptional circumstances, where the student is unable to attend or submit due to unforeseen circumstances (such as severe illness or bereavement), a claim for mitigating circumstances may be made. More information about the mitigating circumstances procedures can be found on the University web pages at: <https://www.chi.ac.uk/about-us/policies-and-statements/academic-quality-and-standards/mitigating-circumstances>

## Work or School Placements

Full attendance is expected of all students on work or school placement. Students are responsible for notifying both their placement work place and/or their work place mentor (or equivalent) if they will be late or absent for any reason. For short term placements students are also expected to notify their Academic Department as directed in their guidelines. For long term placements, students should have guidelines on when absence needs to be notified to the University as well (for example where illness will result in significant absence from the placement).

Any international student with a study visa who is on placement will have to make contact with both the placement provider and their Academic Department each day of their absence or be at risk of losing their sponsorship.

Whilst extraordinary measures remain in place due to COVID-19, both by the University and by organisations that would normally support students in their placement, many, if not all, placements will not take place. For those that do, the above is applicable. For others, by agreement within each relevant Academic Department, alternative options to placements will be in place or a placement may be postponed to an alternative time or, if appropriate, may be removed from the programme until further notice, possibly permanently for some students. Wherever possible, students will be consulted and every effort will be made to ensure the quality and outcome of their degree will not be negatively impacted.

# Guidelines on recognising and managing absence issues

The standard, as specified in the Academic Regulations, is 100% attendance at all timetabled sessions; however, as outlined in Section 2 above, some level of absence is unavoidable. In some circumstances (such as degree apprenticeship programmes) every case of unexplained non-attendance must be followed up. However, for the majority of timetabled sessions it is not feasible to follow up every instance and some level of evaluation is required to determine when action should be taken. This is particularly true during the current COVID-19 pandemic, when a degree of compromise and common sense is required.

## Programmes using the SAM system

The SAM system will be less effective as a measure of attendance and engagement in the 2020/21 Academic Year due to the percentage of sessions which can still be monitored by it. The SAM system should therefore be used to complement and support a wider approach to monitoring engagement and attendance which each Academic Department will have put in place.

Each week the SAM system flags up students whose percentage attendance across their SAM timetabled sessions over the previous weeks drops below set thresholds. The system assigns a ‘stage’ to each student depending on their ongoing percentage attendance (see Appendix A: SAM Thresholds and Stages Flowchart). Manual and/or other attendance management processes should be used to draw together a reliable local monitoring arrangement.

Each Institute and Academic Department is expected to have procedures in place to follow up students whose level of attendance and engagement is of growing concern (using both SAM system ‘stages’ and other monitoring processes) and to be particularly aware of the levels of attendance of international students who require a visa to study.

**It is therefore important that the SAM ‘stage’ reports or other internal methods are not used as the sole criteria for identifying students to be followed up because of poor attendance and/or engagement.**

Programme Coordinators and Module Leaders must have a clear understanding of the threshold attendance that is required for each module, based on the known requirements of the programme; these thresholds should be specified in the programme handbooks. Module Leaders in particular are expected to monitor attendance at their sessions and follow up students whose level of attendance is becoming concerning and which could result in the student being unable to successfully complete the module. **This is particularly important for students who require a visa to study**. The SAM system provides a range of reports and enquiries at programme, module and student level to enable Module Leaders and Programme Coordinators to monitor actual attendance data for this purpose. Module Leaders and Programme Coordinators should also be aware that Student Support and Wellbeing Advisers are happy to work in partnership with them where there is concern over particular students. Module Leaders, Programme Coordinators and Student Support and Wellbeing Advisers will need to coordinate their support.

## Where the SAM system is misused

It is possible that some students will choose to misuse the SAM system by tapping in but failing to actually attend the session, or by requesting another student tap in for them (in which case both the student who does not attend and the student who taps in for them are misusing the system). Where such behaviour is identified Module Leaders are advised to follow up the students concerned to remind them that full attendance is expected and that to continue to misuse the SAM system in this way not only breaches the Community Commitment Charter but could also constitute misconduct under the Academic Regulations (Section 1, part 12.1 subsection vi).

If a student continues to misuse the SAM system in this way consideration should be given to disciplinary action.

Where it does occasionally happen, it is expected that this will have less of an impact in 2020/21 due to the reduced impact of SAM and increased reliance on additional monitoring processes.

## Where the SAM system does not apply

Where the SAM system cannot be used to monitor students’ attendance (for example Academic Partner programmes, Post Graduate research students, postgraduate taught students on their dissertation stage, students on work or teaching placements and students with special attendance arrangements) the responsibility for monitoring attendance and following up students with engagement issues lies with the appropriate programme lead, supervisor or line manager. Examples of other mechanisms for monitoring engagement include online contact points such as logging into online learning portals, attending virtual lectures and tutorials, online submission of coursework, meetings with supervisors, attendance (virtual or in person on training events e.g. workshops), vivas, and submission of assessments.

## Escalation of action

If the student fails to respond satisfactorily to follow-up enquiries and/or whose attendance or engagement continues to fall below an acceptable threshold, the responsibility lies with the Programme Coordinator as to what action should be taken. Student Support and Wellbeing Advisers may be consulted, and this is always recommended where the student is known to their services. The Student On-track Mentor may also be able to provide assistance in following up the student.

It may be advisable to consult the Head of Academic Department or Director of the Institute (or other equivalent senior manager) over possible deregistration from one or more modules or possible intermission from the programme. It should be noted that there are occasions when deregistration or intermission may be a positive option for the student taking into account financial as well as academic considerations.

In 2020/21, due to measures in place to support students during the COVID-19 pandemic, a degree of common sense and compromise is required.

Academic Registry must be notified, without delay of any international students who require a visa to study if there is concern over their attendance **particularly if it is thought they may breach the UKVI requirements for attendance**. Please note there are COVID-19 related concessions to be applied if a student’s attendance is related to the impact of COVID-19.

For external reporting purposes to UKVI Academic Registry must be notified of students who have not attended for 60 days; Academic Registry should be notified before this 60-day limit if the Department believe the student has withdrawn.

# Special conditions

The majority of the University’s students are undergraduate and taught post-graduate students who are expected to attend all their timetabled sessions.

There are certain categories of students, however, for which special conditions apply:

* students who have attendance issues arising from disability, on-going health issues or other protected characteristics (e.g. disability, age, gender re-assignment, religion or belief) covered by the University’s Equality Scheme
* students impacted by COVID-19
* students with special attendance arrangements
* students on Academic Partner programmes
* international students who require a visa to study
* postgraduate research students
* students on degree apprenticeship programmes
* sponsored students on CPD programmes
* international short-term programmes
* postgraduate taught students on their dissertation stage
* students undertaking official roles as Students’ Union sabbatical officers

The special conditions for each of these categories is given below.

## Students with attendance issues arising from protected characteristics

In accordance with its Equality and Diversity Policy and Equality Scheme, the University recognises and is supportive of the legal requirements to make reasonable adjustments for students relating to any disclosed protected characteristic which may adversely affect attendance. In particular, where a student has made a disclosure relating to a disability or health condition, programmes must take account of this and provide a carefully considered response in consultation with the Disability Coordinator and/or other appropriate staff.

COVID-19 restrictions, the need to shield or take additional precautions, may particularly impact student with specific disabilities.

The Disability and Dyslexia Service will liaise with applicants and students who make such a disclosure to agree reasonable adjustments (resulting in a signed ‘Student Additional Requirements Agreement’ (SARA)) and will ensure these are agreed with their Academic Department and with Academic Registry (Assessments Team) and circulated as appropriate. For more information about the SARA process please contact the Disability and Dyslexia Service.

As a result of the impact of COVID-19 due to age, gender and/or ethnicity, some students may be shielding or seek adjustments to their attendance and engagement methodology. Individual students should raise concerns with their Academic Department to seek an alternative way forward.

Similarly, the University will seek to accommodate significant religious observances and religion or belief festivities, where possible.

## Students impacted by COVID-19

The University is aware that some students will be impacted by COVID-19, whether by quarantining, local lockdown arrangements, personal shielding circumstances or other access issues associated with safety measures inherent to COVID-19. In such cases students are expected to notify their Academic Departments as soon as possible so that suitable alternative arrangements for continuing studies (where appropriate) can be put in place. Student Support and Wellbeing services will also be notified so any required support can be provided (for example guidance and advice from the Student Health Service).

## Students with special attendance arrangements

In exceptional occasions the Institute Director/HoAD may support amended arrangements for attendance for specific students. For example, certain students may be exempt from attending particular sessions provided a suitable alternative can be arranged. In such cases a named member of academic staff, usually the Programme Coordinator, will be responsible for monitoring student engagement and will implement mechanisms to ensure appropriate contact is maintained and monitored.

## Students on Academic Partner programmes

The Programme Coordinator or named member of academic staff at the partner institution will be responsible for managing student engagement and will implement, wherever practicable and appropriate, the processes described in this policy.

## International students who require a visa to study under the UKVI Student Route

The UKVI Student Route, which falls under the points-based immigration system became effective from 5 October 2020. This replaces the Tier 4 route and applies to EEA (European Economic Area) students (arriving on or after 1 January 2021) as well as international students. Under this system, applicable students must apply for a visa to study using a Certificate of Acceptance for Studies (CAS) issued by the sponsoring university, to enable them to study at that university (unless they hold some other valid permission to live in the UK). Higher education institutions have to apply annually to renew their Sponsor status to enable them to continue to recruit international students who require a visa to study and approval is determined against a set of criteria, which includes student enrolments and completions.

The University is required to comply with the UKVI academic engagement policy for all international students who require a visa to study.

For specific guidance on Student Visa (Student Route) holders and work placements please see Appendix E.

For specific guidance on Erasmus monitoring guidelines please see Appendix F.

During the COVID-19 pandemic, UKVI have issued specific guidance to support Universities sponsoring International Students. Current (as at 1 September 2020) compliance guidance can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-student-sponsors-migrants-and-short-term-students>

More information regarding UKVI requirements can be found in Appendix C.

## Postgraduate research students

Postgraduate research students studying on the MPhil/PhD programme accredited by the University of Chichester should adhere to the University’s ‘Regulations for the Degrees of Master of Philosophy and Doctor of Philosophy’ and ‘Code of Practice for Research Candidature and Supervision’. The lead supervisor for a postgraduate research student (the Director of Studies) is responsible for monitoring progress, including periods when the student may be on field trips or placement, if applicable. The responsibilities of the Director of Studies are described in the Code of Practice. Expected contacts would include meetings with supervisors, research training events (e.g. seminars, workshops), vivas, and submission of work as agreed with supervisory team.

Postgraduate research students may submit a request to temporarily suspend their studies. The grounds for suspension or intermission must be significant and might include illness, family crisis or exceptional or unforeseen circumstances beyond the candidate's control. All intermission requests are approved by the University of Chichester Research Degrees Group.

The Research Office will advise a Director of Studies if any of their students are international students who require a visa to study in order that attendance is monitored in compliance with UKVI guidance. If a Director of Studies believes any of said students, are no longer attending or engaged with their programme of study (as per the defined contacts above) and has in effect withdrawn. This must be communicated as soon as possible to the Research Office who will advise Academic Registry without delay in order that this can be reported to UKVI within the stipulated timescales.

## Degree apprenticeship students

The delivery of degree apprenticeship programmes varies across the subject areas; however, in every case the University will agree attendance recording and reporting arrangements with the employer. Degree apprenticeship students are required to attend every session and every absence will be followed up unless agreed in advance. Students are responsible for notifying employers and the University of any period of absence.

## Sponsored students on CPD programmes

As for degree apprenticeship programmes, the University is responsible for agreeing attendance recording and reporting arrangements with the sponsor. Students are required to attend every session and every absence will be followed up with their sponsor unless agreed in advance.

## International short-term students and trainees

The International Short Programme Unit (ISPU) offers a broad range of customised professional training programmes in the fields of English Language Teaching, Teacher Development and School-based Leadership and Management. Students and trainees on these programmes are expected to attend all timetabled sessions.

The ISPU uses registers that comply with British Council requirements and which are kept ready for inspections from sponsors and embassies. Attendance is registered manually and any absences are followed up with the student and communicated with the sponsor. The programme follow-up includes a report of attendance per student.

## Postgraduate taught students on their dissertation stage

Academic programmes are responsible for ensuring on-going contact points, suitable to the dissertation.

## Students undertaking official roles as Students’ Union sabbatical officers:

A full-time student elected to a sabbatical office in the Students’ Union may be granted leave of absence from their course, subject to approval via the University’s intermission process. A student may only be granted leave of absence on three separate occasions and for no more than two consecutive years.

The University may confer registered student status on students who have completed their course of study and have been elected to sabbatical office in the Students’ Union. This will be administered by Academic Registry.

A student who is required by the University to withdraw from their programme after election to a sabbatical office in the Students’ Union shall not be permitted to take up or continue any sabbatical office (or associated employment).

If a student studying under the UKVI Student Route takes up a Students’ Union sabbatical officer post during their current permission to study, this change must be reported to UKVI via Academic Registry without delay.

If a student studying under the UKVI Student Route wishes to take up such a role at the end of their course and their permission is due to expire they must apply for new permission via the Student Route for 1 year. If they are re-elected they must apply again for further permission under the Student Route.

Whilst undertaking a Students’ Union sabbatical officer role the Students’ Union General Manager shall be responsible for ensuring continued contact with the individual.

# Responsibilities under this policy

## University responsibilities

The University is responsible for:

* Ensuring that all students within the scope of this policy are aware of the level of attendance they are expected to achieve on their programme of study and of the consequences of falling below this level of attendance.
* Ensuring all students are aware of the procedures to follow if they expect to be absent or if they have been absent as a result of unforeseen circumstances, including the requirement to catch up on any work missed.
* Ensuring students are aware of the consequences of misleading the University on attendance at sessions, whether this is in regard to their own attendance or that of another student. Such misleading may constitute misconduct as defined in the University’s Academic Regulations (Section 1, part 12.1 subsection vi).
* Ensuring the agreement and application of reasonable adjustments for students who have disclosed a disability or health condition or increased susceptibility to COVID-19 aligned with protected characteristics (based on current and emerging statistics) which may adversely affect their ability to enter into University life and studies.
* Where relevant, notifying the Student Loans Company within 60 days of last attendance of students who have withdrawn or intermitted, including those students who are deemed to have withdrawn through prolonged and complete absence from their studies.
* Notifying UKVI of students whose attendance has failed to meet the required amended standard (see and the following guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-student-sponsors-migrants-and-short-term-students>

Academic Departments are responsible for:

* Ensuring programme handbooks (as is reasonable based upon changing COVID-19 restrictions) have clear guidance on:
	+ what counts as a timetabled session for each module,
	+ the expected level of attendance and how to register attendance
	+ what to do if the student has been or knows they will be absent from one or more sessions
	+ the expectation that doctor, dentist and other professional appointments should be arranged so as not to clash with timetabled sessions
	+ the actions to be taken by the Module Leader and Programme Coordinator if attendance levels fall below an acceptable threshold
	+ the consequences of repeated absence and not responding to appropriate staff enquiries.
* Issuing timely updates to clarify guidance to accommodate the expanded range of attendance and engagement options after programme handbooks have been produced in response to COVID-19 restrictions.
* Following up students whose level of attendance falls below an expected standard to determine what the underlying issues are and to take early action to offer support and discuss the best options for the student taking into account both academic and financial implications. Please note Student Support and Wellbeing Services are happy to work in partnership with the Department to offer appropriate support.
* Identifying international students who require a visa to study, whose attendance begins to cause concern and before it falls below the requirement set by UKVI; following these students up to determine any issues and notifying Academic Registry if the concern is on-going especially if the UKVI requirements are likely to be breached.
* Ensuring employer sponsored students (degree apprenticeships and CPD programmes) are aware of the University’s arrangements with their employers about expected attendance levels, and for liaising with employers regarding attendance.

## Student responsibilities

Students are responsible for:

* Letting the University know if they have any disability or health condition affecting their ability to attend sessions and agreeing reasonable adjustments for these.
* Informing the University if they are currently shielding or may require adjustments as a result of their increased susceptibility to COVID-19.
* Attending (in person or online as required) all the timetabled sessions prescribed by the student programme handbook and guidance updates, including all arranged tutorials, exams and assessments.
* Where there is an element of optionality for attendance (for example where the student is expected to attend a minimum number of sessions in a module) the student is responsible for attending the required number of sessions.
* Where relevant (taking into account COVID-19 restrictions), attending all work or school placement days; if absence is unavoidable the student is responsible for notifying their employer and their Placement Coordinator.
* Registering their attendance at every timetabled session as required (for example by ‘swiping in’ at timetabled sessions where the SAM system is applicable or by signing a register/notifying the Module Leader of attendance at other types of session).
* Using the SAM system (or other relevant register of attendance) honestly and being accountable for any misuse (eg tapping in and not attending or tapping in on behalf of another student).
* Notifying their Academic Department of expected absences, or of the reasons for unplanned absences, and for agreeing arrangements for catching up on any missed session with their Academic Adviser (or other appropriate member of academic staff such as their Module Leader or Programme Coordinator).
* Accepting the consequences of extended absence especially where the agreed process for reporting absence has not been followed; consequences include possible failure of or deregistration from relevant modules.
* It is particularly important to additionally report any absences relating to COVID-19 (for example where a student is absent as a result of displaying one or more COVID-19 symptoms, is awaiting the outcome of a COVID-19 test, and/or has received a positive test). Communication should be speedy and timely and, in addition to informing their programme coordinator, all students are required to notify Covidreport@chi.ac.uk as soon as they believe they have any of the recognised symptoms so that full details can be obtained and advice and guidance can be given.

APPENDICES

# Appendix A: SAM Thresholds and Stages Flowchart

(To be used with department records)

# Appendix B: SAM Guidance

1. **Overview**

The SAM system holds details of registered students (excluding Academic Partner students) and their timetabled sessions; this data is automatically updated and maintained from the University Timetabling and SITS systems. For each timetabled session the system records attendance as students ‘swipe in’ to the session room and also supports manual input of attendance where swiping in is not possible. Students may submit ‘absence reports’ to the system where they are going to be/have been absent due to eg sickness.

The system provides a wide range of enquiries and reports on student attendance and absence which can be viewed at Institute, Academic Department, Route, Module, student and individual session level.

During Semester time the system also runs a weekly workflow process to identify students whose percentage attendance over the previous weeks is less than a specified threshold and to flag the students at a series of stages from 1 to 4 where 4 indicates students whose attendance over the last 3 or 4 weeks has been consistently less than 50%. Students who remain at stage 4 for more than 2 weeks are also flagged. Students whose percentage attendance improves over the weeks are also identified and moved back down the stages (see Appendix A: SAM Thresholds and Stages Flowchart for details of the thresholds.

In 2020/21 the system will still flag up concerns but these should then be considered against locally held registers or other forms of attendance and engagement capture.

The system provides enquiries and reports by stage and allows the student stage to be changed manually. The system can also be configured to send automated emails to students moving up to a new stage and this has previously been done for students moving to stage 3 or 4; currently this facility has been disabled and will remain so in 2020/21 (for review in January 2021).

Because the stage is linked to percentage attendance it is useful for identifying students who may have an attendance issue. However, it should be noted that the stage can only provide an indication of possible attendance issues. If a student has only a few sessions a week or a high proportion of ‘optional’ sessions, it is possible they may be flagged after missing only one or two sessions in a single week. In addition, the student’s COVID-19 amended timetable will further add variances dependent upon attendance/engagement options which should be taken into account.

It should also be noted that the system is only as accurate at the data it receives. Where the data is accurate the system is extremely valuable for identifying students who are struggling with their attendance and ensuring early follow-up. However, where the data is allowed to remain incorrect (eg sessions are run at a different time or location than that agreed with Timetabling and this is not corrected manually or where there is no card reader and attendance is not entered manually) it is far more difficult to identify the students who have real attendance issues. This will be a factor that may have wider consequences upon teaching and monitoring attendance where COVID-19 restrictions have introduced more timetabling variations.

Detailed instructions for using the SAM system can be found on Moodle:

<https://moodle.chi.ac.uk/course/view.php?id=78097> (the link must be cut-and-pasted into a web browser to work).

1. **Guidance for SAM Coordinators**
	1. **Support and advice**

The SAM support team (email SAM\_support@chi.ac.uk) are always happy to offer advice on improving current procedures and do their best to keep up to date with useful practice and to share this with SAM Coordinators and other SAM users.

Examples of useful practice include:

* using an ‘activity’ or setting up a new ‘activity type’ to temporarily remove students from workflow processing (eg for special projects, field trips, normal timetable suspended)
* changing the stage and setting a distant ‘next check date’ to remove specific students from workflow processing (eg where a student failed to arrive or has intermitted)
* adding an excel function to a SAM downloaded spreadsheet to automatically match Academic Advisers to students.

Please contact the team if you are interested in any of these or if you would like other assistance with the SAM system.

* 1. **Regular checks**

It is recommended that students at stage 3 and 4 should be checked each Monday as the SAM workflow runs at the start of the week. This applies to non-SAM systems too.

All International students on study visas should also be checked weekly to identify any who have reached stage 2 or above.

It is also recommended that the ‘Student Created Absence Comment Report’ be checked on a regular basis (at least monthly) to identify students who are submitting a large number of absence reports and who may be missing a number of sessions without being identified in the workflow. This report will complement any Academic Department local arrangements based upon manual or other registers.

* 1. **Checking stage 3 and 4 students**

There are several ways students at stage 3 and 4 can be reported on and the SAM support team are always happy to offer advice on improving current procedures. Manual, locally held registers will complement the SAM system.

* Using the student tab ‘Main workflow’ stage buttons:



**Advantages**: quick and simple, can be downloaded to Excel for processing.

**Disadvantages**: does not identify when the student was moved to that stage.

* Using the reports tab ‘Communications report’:



**Advantages**: from and to dates can be specified so the report can be run retrospectively; only lists students who were moved up to stage 3 or 4 or who have remained at stage 4 for two weeks in the specified period; also lists all the absence reports submitted by students; can be downloaded to Excel for processing.

**Disadvantages**: only lists the student number (not programme and full time/part time).

* Review emails copied to the department SAM email account:

**Advantages**: identifies students who have just moved to stage 3 or 4; emails can be individually forwarded to the appropriate Academic Adviser

**Disadvantages**: Emails have to be individually checked and forwarded.

* Using the ‘more’ tab to list stage changes (not available to all SAM users):



**Advantages**: from and to dates can be specified so the report can be run retrospectively; shows **all** stage changes (0 to 4) in the specified period including both movements up and movements down, as well as including manual changes; can be downloaded to Excel for processing; can be used to identify students moving direct from stage 0 to stage 2.

**Disadvantages**: only lists the student number (not programme and full time/part time); not available to all SAM users (but can be made available on request).

* 1. **Recommendations for Stage 3 students (using SAM and local registers)**

It is recommended that Academic Advisers (or equivalent) should be notified of their students who have reached stage 3 because of poor attendance. It is expected that Academic Advisers will then follow-up these students to identify any issues and to resolve these are far as possible; eg:

* Students can be assisted to catch up on any work missed
* Students can be referred to SSW (Wellbeing Pop-ups or Health Drop-ins)
* If a student fails to respond to follow-up and there are ongoing concerns about their attendance they can be referred to SSW Student On-Track mentor
* De-registration, intermission or withdrawal may also be discussed where these are in the student’s best interest.

Where it has been confirmed that a student never started or is no longer attending (eg never registered or who are intermitting or withdrawn), **it is important that Academic Registry are told**. It may take some weeks before these students are removed from SAM processing and there are several ways of updating the student record on the SAM system to remove them from the weekly stage 3 and 4 reports (see below).

If the apparent low attendance is primarily based on limited data on the SAM system due to delivery not captured by SAM (or eg a high proportion of sessions held ‘remotely’, ‘off campus’ or in spaces without card readers), these issues should be resolved as much as possible (see below) and the student stage re-set to 0, 1 or 2 as appropriate for their real record of attendance.

* 1. **Recommendations for Stage 4 students**

It is recommended that a senior member of academic staff such at the Programme Coordinator or HoAD should be notified of any of their students who have reached stage 4. The student should be followed up and a meeting arranged to discuss the issues and determine how best the student can be supported either to continue with their studies, or to consider alternative solutions such as a change to part-time, de-registration, intermission or withdrawal. Student Support and Wellbeing advisers, including Student Money Advisers can provide advice where this is appropriate.

As for stage 3 students above, if the student is no longer attending or if the stage is due to inaccurate data on the SAM and/or manual systems it is recommended that the data is corrected and the student stage re-set.

If the student does not respond to follow up, the case may be referred to the Student On-track Mentor.

* 1. **Recommendations for international students who require a visa to study**

SAM Coordinators are expected to run regular checks on the status of applicable international students - particularly those at stages 2, 3 and 4. This is done by using the ‘International’ button and selecting the appropriate stage button for the main workflow:



**It is very important that international students who require a visa to study with attendance issues are identified and followed up quickly** and any concerns reported to Academic Registry. This ensures the University it able to meet their obligations under the UKVI guidance. (see and the following guidance: <https://www.gov.uk/government/publications/coronavirus-covid-19-student-sponsors-migrants-and-short-term-students> October 2020):

**NOTE: due to COVID-19 amended processes this is a complementary support o manual/other attendance capture methods.**

* 1. **Recommendations for students on degree apprenticeship or other sponsored programmes**

Students who are sponsored by their employer (eg degree apprenticeship programmes or who are taking CPD courses) are expected to notify both the University and their employer of any absence in advance. An appropriate member of academic staff (eg the Module Leader, department administrator, SAM Coordinator or Programme Coordinator) should be responsible for checking student attendance at each session. Checks can be made using the lecture tab session view or an attendance report, such as the ‘Pastoral by module’ report.

Any missed session should be reported to the student’s employer in accordance with the contract agreed with the employer and the student and within data protection guidelines.

* 1. **Removing students from SAM workflow**

Students who are known to have stopped attending (or who never started) will continue to show in the stage 3 and 4 reports until the SAM system is updated with a new student status (via the nightly SAM data upload); this may take several weeks.

It is possible to remove these students from the workflow using the following methods; however, these should be **used with care** and with an appropriate ‘end date’ especially where it is possible the student may return to studies at a later date:

* Setting the student to a different stage (eg 0) and setting the ‘next check date’ to the end of year (this is the date that the student will next be processed in a workflow)
* Entering an ‘activity’ for the student such as ‘9. Other - Admin Only’ with an appropriate comment and ‘end date’.

You are welcome to seek advice from the SAM support team for guidance on how to use these options.

* 1. **Student ‘activities’ (temporary suspension of workflow)**

There are occasions when a student or group of students will not be attending their timetabled sessions for a specified period for a specified University purpose. In order to exclude any missed sessions from workflow processing it is possible to set up a SAM ‘activity’ (or to use a current ‘activity’) and apply this to the students for the required period. Current examples include:

* Dance department - observation
* CDT filming week
* Triple Threat production

Please ask the SAM support team about setting up and using ‘activities’ if you think this may be helpful. Please note that not all ‘activities’ will remove the session from workflow processing.

* 1. **Resolving timetable / off campus issues on SAM**

Timetabling issues occur either because there has been a change to the timetable which has not yet been fed through to the SAM system or to Department administrators from the Timetabling system (eg student had changed module, seminar group, modules have been cancelled/merged due to staff changes) or because a session is held at a different time and/or in a different location from that agreed with Timetabling at the start of Semester (as set up on the SAM system). Due to ongoing COVID-19 issues it is likely that sessions may well run in alternative locations and/or change their method of delivery (eg on-line).

If the issue is due to an agreed timetable change it is important to ensure Timetabling are aware of the issue so the SAM and locally held data can be corrected.

If the issue is due to a session being held at a different time/location than that agreed with Timetabling at the start of year, it is important that the correct attendance data is maintained against the session either on the SAM system or on Department held registers or equivalent. This can be facilitated by printing a manual register from SAM (which can be input to the SAM system by using the session page on the SAM lecture tab where this is useful and practicable). In some circumstances the students may show on the session as ‘attending other session’, this can be corrected by selecting these students and updating them to ‘attending’.

If the issue is due to sessions held on-line or off campus or in spaces without an allocated card reader it is expected that the session leader will take responsibility for ensuring student attendance is accurately recorded.

* 1. **Student notified absences**

The University has approved six absence types (see Appendix D: University approved absence types and SAM ‘activities’) that students may submit via their SAM timetable and which will result in any missed sessions being excluded from the workflow processing. These absence reports can also be submitted by an appropriate member of staff (eg Academic Adviser or SAM Coordinator) where the student is unable to do this. **This is particularly important where the student is absent due to eg a serious illness/accident or family bereavement** to ensure the student does not return to find they are at stage 3 or 4.

**NOTE:** Absence reports are automatically applied so it is important that the ‘Student Created Absence Comment Report’ is checked on a regular basis to identify students who are submitting a concerning number of reports or who are recording concerning comments on their absence reports.

* 1. **Cancelling sessions**

Sometimes timetabled sessions are cancelled (for example if the session leader is off sick). In order to prevent all the students scheduled to attend the session from being marked as ‘absent’ it is important that the session is cancelled on the SAM system. This can be done on the specific session page on the lecture tab using the ‘room actions’ button:



1. **Module Leaders**

Module Leaders are expected to take responsibility for maintaining an accurate register of attendance at their sessions. The SAM system provides a number of useful enquiries and reports for this purpose as well as providing simple ways of manually entering student attendance where this is needed (eg student has forgotten their student card). The SAM support team are very happy to offer advice and guidance on using the system effectively (SAM\_support@chi.ac.uk).

* 1. **Useful practice**

Examples of useful practice, which the SAM support team will be happy to demonstrate, include:

* adding desktop shortcuts to SAM lecture tabs and using the search functions to quickly find specific sessions.
* using the specific session view to:
	+ learn student faces and names as their photos appear in the ‘attending’ view as they swipe in
	+ manually enter student attendance
	+ print off paper registers if required
* using mobile phones for marking attendance at off-campus sessions.
* using the ‘Pastoral by module’ report to see patterns of attendance by student as well as providing actual percentage attendance figures.
	1. **Manual input of attendance where necessary**

It is helpful if Module Leaders ensure attendance is manually recorded on the SAM system where the session:

* Started later than scheduled
* Moved to a different room
* Is in a space with no allocated card reader (eg off campus)

This ensures the data on SAM remains accurate so students will real attendance issues can be identified and follow up.

The SAM system provides a number of solutions to facilitate the manual input of attendance, please ask the SAM support team for help and advice if required.

* 1. **Low attendance on a module**

It is expected that Module Leaders will check attendance on their modules on a regular basis to ensure the attendance requirements are met. It should be noted that students with poor attendance on a specific module will not necessarily be flagged up in workflow stages (as they may have good attendance on their other modules); in such cases it is the responsibility of the Module Leader to follow up the student and bring their poor attendance to the notice of the Programme Coordinator.

There are several useful reports for this purpose, in particular the ‘Pastoral by Module’ report which provides a pattern of attendance as well as actual attendance figures.

Module Leaders will know the level of attendance that is required for a student to pass the module. Where a student falls below this level it may be helpful to discuss the issue with the Programme Coordinator or their Academic Adviser to decide on appropriate action, including the appropriate person to follow up with the student. It may be possible for students to catch up on missed sessions and it may also be appropriate to refer them to Student Support and Wellbeing services (eg Wellbeing Pop-ups).

If the level of attendance is such that the student is unlikely to be able to pass the module it may be advisable to consider deregistration as this may be in the student’s best interest. The Institute Director or HoAD will usually make any decision on deregistration.

# Appendix C: UKVI Guidance for monitoring the academic engagement of international students who require a visa to study under the Student Route

The Guidance for Universities sponsoring international students is laid out in the Home Office Student Sponsor Guidance, Document 2: Sponsorship Duties, Section 7. Reporting changes to Student circumstances. This document can be found here:

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/939471/Student_Sponsor_Guidance_-_Doc_2_-_Sponsorship_Duties_2020-12.pdf>

Currently the University has to report within 10 working days any student who requires a visa to study and who fails to register on their programme during the specified enrolment period or who fails to register at the additional check-points (in January and April) which the University has implemented in accordance with UKVI guidance. The University must also report any student who misses 10 consecutive expected contact points which have not been authorised (these include timetabled sessions, tutorials, attendance at examinations and submission of coursework). It is also mandatory that the University reports to UKVI any students we are no longer sponsoring (e.g. student withdrawal, termination, intermission etc) within 10 working days.

It is essential that international students who require a visa to study attend all scheduled points of contact.

**Temporary concessions in response to COVID-19**

During the ongoing COVID-19 pandemic it has been recognised that international students who require a visa to study may be unable to meet the requirements to attend scheduled points of contact due to the COVID-19 control guidelines (such as the need to self-isolate). In addition, it is recognised that sessions may be delivered remotely rather than face-to-face.

The Home Office have therefore published guidance on temporary concessions:

<https://www.gov.uk/government/publications/coronavirus-covid-19-student-sponsors-migrants-and-short-term-students> This guidance includes the following sections on academic engagement:

Academic engagement

2.16 Students who are no longer attending classroom-based learning or work placements as a result of moving to a distance learning model, or are absent as a result of Covid-19 related illness or travel, and will therefore not meet requirements for recording physical contact points under a sponsor’s duty to monitor attendance, do not need to be reported for missing expected contact points.

2.17 Where a student is studying by distance learning, including overseas study, where possible sponsors should use expected online contact points such as logging into online learning portals, attending virtual lectures and tutorials, and online submission of coursework to monitor engagement. The Home Office will not take action against sponsors who are unable to monitor online contact points due to practical or technical limitations. As stated in paragraph 2.6 – 2.10, sponsors are not required to withdraw sponsorship when students are absent from studies, including online studies, due to Covid-19. If a student has stopped attending their online studies for other reasons, the normal attendance monitoring policy applies to online learning.

# Appendix D: University approved absence types and SAM ‘activities’

|  |
| --- |
| **Absent Type - these all exclude any missed sessions from workflow processing:** |
| 1. likely to be off for more than 5 working days due to a non-health related issue
 |
| 1. likely to be off for more than 5 working days due to a health issue
 |
| 1. COVID-19 related issue (quarantine, shielding, local lockdown)
 |
| 1. have had a close family bereavement
 |
| 1. on jury service
 |
| 1. approved professional event
 |

|  |  |
| --- | --- |
| **Activity Type** | **Excludes from workflow** |
| 9. Other - Admin Only | Yes |
| 10. Dance Department - Observation | Yes, student marked as ‘attended’ |
| 11. Attended an alternative session | Yes |
| 12. CDT - Filming Week | Yes |
| 13. Normal Timetable Suspended | Yes |
| 14. Triple Threat Production | No, but student marked as ‘attended’ |

# Appendix E: Guidance notes – Student Visa (Student Route) holders and work placements

* 1. Student Visa (Student Route)\* holders studying at the University of Chichester at degree level or above may undertake a full-time work placement during their studies if it is considered an ‘integral and assessed’ part of their degree, and the duration of the placement does not exceed 50% of the length of the course. There is an exception for courses where there is a statutory requirement for more than 50% of work placement. The relevant Academic department can advise whether the placement meets the above criteria.

*\*Note: all references in this guidance should be read as including those applying for, or who were granted leave, under the previous Tier 4 (General) route, as applicable.*

* 1. Work placements can take place in the UK or abroad. Student Visa (Student Route) holders remain subject to their usual work restrictions when undertaking work placements. They cannot be self-employed, undertake work as a professional sportsperson (including as a sports coach) or entertainer or take a permanent full-time job. However, Student Visa (Student Route) holders studying dance or music at degree level are allowed to perform as entertainers if the performance is a work placement and has been arranged by their sponsoring education provider and is an integral and assessed part of the course.
	2. The University will continue to sponsor Student Visa (Student Route) holders during a placement providing that monitor arrangements are put in place. The University must let the Home Office know that a student will be working for part of their course. The student and their employer must agree to follow the steps outlined in these guidance notes so that the student can keep their Student Visa (Student Route) status.
	3. If the placement is not an’ integral and assessed’ part of the degree, a full-time internship during university vacation periods or a part-time internship during term-time are possible. The internship must fit within the Student Visa (Student Route) working conditions (see 1.2).
	4. If the student knows at the point of applying for their Student Visa (Student Route) immigration permission that they will be taking a work placement as part of their course, they will be granted a visa that is long enough to cover both their course of study and their work placement.
	5. If the student is adding a work placement year to their degree retrospectively, their current Student Visa (Student Route) will not cover the full length of their new course (with a placement year). In this case, the student will need to extend their Student Visa (Student Route) either before the placement starts or after they have completed the placement year. It is not possible to apply for an extension during the placement. The current Student Visa (Student Route) regulations allow visa extensions to be made inside the UK. If the student extends their visa before the placement takes place, they must make sure there is enough time to apply as is not possible to start a placement with a pending Student Visa (Student Route) application.

If the student applies for a visa extension after the placement year, the application needs to be submitted no earlier than three months before the current visa expires. When applying for a Student Visa (Student Route) extension the student must meet all Student Visa (Student Route) requirements in place at the time of application (incl. funds, documentary evidence, Student Visa (Student Route) study limit etc. and pay the application and NHS surcharge fees). For immigration advice and help with the visa application students should contact the International Student Advisory Service (international@chi.ac.uk). To request a CAS for a visa extension, students should contact Academic Registry (academicregistry@chi.ac.uk)

* 1. A Placement will be linked to a module as part of your degree route. Applications to organisations are started in the first semester of your 2nd year through your degree route. All applications will be completed before the 1st June of the same academic year. The placement student will need to complete a change in registration form and get their current academic tutor to sign the form sending a copy to the Academic Registry. Further support and guidance can be found in appendix 3.
	2. The employer will be required to inform the placement co-ordinator of any absences so they may keep a log on behalf of the University for them to remain compliant as a Student Sponsor. Any absences exceeding 10 consecutive contacts or missed registration checkpoints will need to be reported to the University and in turn by them to the UKVI which may result in the curtailment i.e. cancellation of the student’s Student Visa (Student Route).

The University’s compliance team will inform the UKVI that you have added a placement to your degree. We will also notify them of your placement length and location your placement

* 1. The **Placement Coordinator (Careers and Employability)** keep copies of the above listed documents and provide copies to Academic Registry to be added to the student’s file.

# Appendix F: Student Visa holders – Managing the Process for Study Abroad, Erasmus and Exchange

1. The University of Chichester will continue to sponsor outgoing Student Visa holders under the Student Route\* while overseas on a Study Abroad, Erasmus or Exchange programme, provided the University can continue to monitor their engagement with their programme of study throughout their period of study overseas.
*\*Note: all references in this guidance should be read as including those applying for, or who were granted leave, under the previous Tier 4 (General) route, as applicable.*
2. Students must apply and arrange their exchange programme through the Exchange Team, in liaison with the Exchange Tutor in their department. Once arranged, the Exchange Team will email Academic Registry academicregistry@chi.ac.uk with details of the Exchange/Erasmus programme; start date, end date and location of study. Academic Registry report a ‘change of study location’ to the Home Office via SMS.
3. The departmental Exchange Tutor sends an email (Appendix 1) to the outgoing student explaining their responsibilities as a Student Visa (Student Route) holder while studying abroad and that their attendance and engagement will continue to be monitored throughout their time overseas. The email explains the student must complete and return the ‘Report of Academic Activities’ (Appendix 3) mid-way through and at the end of each semester abroad (to the Exchange Tutor copying in exchange@chi.ac.uk)
4. The departmental Exchange Tutor contacts the partner institution in advance (Appendix 2) of the student arrival to explain our sponsor duties and request they nominate a member of staff to sign the appropriate ‘Report of Academic Activities’ form when requested. In addition, the partner institution must nominate a contact person to assist with monitoring their attendance/engagement on the course, and with ensuring they re-register on line after the Christmas and/or spring breaks.
5. The following documents act as attendance/engagement contact points and the student is required to email the Exchange Team (exchange@chi.ac.uk) after commencing their exchange programme.
* Certificate of Arrival
* Learning Agreement (Erasmus students only)
1. The following acts as attendance/engagement contact points and the student is required to email them to the departmental Exchange Tutor during their exchange programme.
* ‘Report of Academic Activities’ (Appendix 2), which the student is required to complete twice a term, as set out in Appendix 1.
	1. If a student does not submit the above document on time the departmental Exchange Tutor contacts the student until the document is received.
	2. If the student has not provided the document within 10 days of the deadline, details are passed to the Academic Registry, who issues a final warning to the student and withdraws the Student Visa (Student Route) sponsorship if required. December 2018 (updated November 2020) – International Student Advisory Service & Exchange Team international@chi.ac.uk
1. The following documents act as attendance/engagement contact points and the student is required to email the following documents to the Exchange Team (exchange@chi.ac.uk) at the end of their exchange programme.
* Certificate of Departure (Attendance, giving final dates)
* Transcript of results
1. The Exchange Team keep copies of the above listed documents and provide copies to Academic Registry to be added to the student’s file. Exchange Tutors forward the transcript of results to the exchange team once these have been received.

**Appendix 1 - Example email to the outgoing Student Visa holder**

Dear

**Re. Erasmus/Exchange programme and Attendance monitoring.**

Further to your successful application to take part in an Erasmus/Exchange programme, I am writing to you with regards to your Student Visa (Student Route).

The University will continue to sponsor you during your time studying away from the University, which means your Student Visa (Student Route) will remain valid during your Erasmus/Study Abroad programme. As the University continues to sponsor you, we are required by the Home Office to continue to monitor your attendance during this period. Therefore, you are required to complete the enclosed ‘Report of Academic Activities’ form twice per semester and email it to the departmental Exchange Tutor. In addition to this, we will need the host university to be a point of contact for the University to ensure the student has re-registered on line at the beginning of each term.

Semester 1 – attendance/engagement contact points:

* Certificate of Arrival (all students) & Learning Agreement (Erasmus students only)
* At the beginning of semester 1 (September) – show BRP and confirmation of on-line registration e-mail from University
* End of October - ‘Report of Academic Activities’ form
* Mid-December - ‘Report of Academic Activities’ form
* Certificate of Departure & Transcript of results

Semester 2 – attendance/engagement contact points:

* Certificate of Arrival (all students) & Learning Agreement (Erasmus students only)
* Re-registration week at the beginning of semester 2 (January/February) – show BRP and confirmation of on-line re-registration e-mail from University
* Mid-February ‘Report of Academic Activities’ form
* Re-registration week after the University of Chichester Spring break ) – show BRP and confirmation of on-line registration e-mail from University
* Mid-May ‘Report of Academic Activities’ form
* Certificate of Departure & Transcript of results

The short report should include brief details of the academic activities you have undertaken. For example, you may wish to provide details of subjects covered in lectures, attendance at tutorials or seminars, written assignments submitted, oral or written examinations attended.

You then need to ask a member of staff at your overseas institution to sign, date and stamp your form to confirm your report is an accurate reflection of your academic activities before scanning and emailing it to the departmental Exchange Tutor and the Exchange Team (exchange@chi.ac.uk).

Failure to provide the above documents and to complete the ‘Report of Academic Activity’ on time could result in the University withdrawing your Student Visa (Student Route) sponsorship, which will mean your visa will be curtailed (cancelled) and you will be required to apply for a new visa before returning to complete your course of study at the University of Chichester.

If you have any questions or do not understand what is required of you, please contact the departmental Exchange Tutor or the Exchange Team who will be happy to help.

**Appendix 2 - Example email to the Study Abroad Coordinator (Host Institution)**

Dear

Further to accepting <Insert Student Name> on to an Erasmus/Exchange programme, I am writing to you concerning the student’s immigration status in the UK.

The student has a valid Student Visa (Student Route), which requires the student to be ‘sponsored’ by a UK institution. The University of Chichester is the student’s sponsor and as their sponsor we are required by the UK Home Office to monitor the student’s attendance, including during any period of study away from the University. Therefore, the student is required to complete the attached ‘Report of Academic Activities’ form at various stages during their period of study abroad to confirm the academic activities they have undertaken. **They then need to ask a member of staff at their host institution to sign, date and stamp their record to confirm their academic engagement.**

**Students are also required to complete on-line re-registration and show their BRP 3 times during the year (once in semester 1 and twice in semester 2. Exact dates to be advised) which also needs to be confirmed by a nominated member of your staff to Academic Registry** (academicregistry@chi.ac.uk).

Please note that these records are essential for the University’s compliance with Home Office regulations and we would be grateful if an appropriate member of staff could be nominated to take responsibility for this at <Insert Institutions Name>**.**

As well as creating a clear and accessible record if required for Home Office monitoring purposes, this is also intended to provide a straightforward and useful system to enable us to ensure that all is well with your student studying abroad.

If you have any questions or have any concerns about the student during their Exchange programme, please contact the relevant departmental Exchange Tutor at the University of Chichester.

Kind Regards

**Appendix 3 – Report of Academic Activities and Attendance at the Host Institution**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Institution and country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Brief report covering:** Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *The short report should include brief details of the academic activities you have undertaken. For example, you may wish to provide details of subjects covered in lectures, attendance at tutorials or seminars, written assignments submitted, oral or written examinations attended (minimum 100 words).*

**Host Institution verification**

To the best of my knowledge, I confirm the above report to be an accurate reflection of the academic activities and attendance undertaken by the student named above for the period stated.

Name and status of signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature, date and host university stamp:

*Notes:*

The University of Chichester is required by the Home Office to monitor the attendance of our Student Visa (Student Route) holders while they are studying away from the University and completion of the form acts as an engagement point to satisfy Home Office attendance monitoring requirements.

On completion of the form the student is required to get the form signed by the Host Institution confirming that the student statement is accurate.

The completed and signed form is to be scanned and emailed to the departmental Exchange Tutor and the Exchange team by the student.

1. At time of writing these are - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, and sexual orientation. [↑](#footnote-ref-1)
2. Please note this does not relate to timetabled sessions which are categorised as ‘optional’ for the sole purpose of excluding the session from SAM workflow processing.

3 All references to student visas in this document relate to the UKVI Student Route (ref. section 5.5). [↑](#footnote-ref-2)