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STUDENT ATTENDANCE, ENGAGEMENT AND ABSENCE POLICY

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# 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.2) 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.

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 and lack of engagement with studies 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 and lack of engagement 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 as an international student on a student route visa, the University has an obligation to notify UKVI guidance if they fail to meet the required level of engagement. See Appendix B: UKVI Guidance for monitoring the academic engagement of international students.

# Attendance and engagement monitoring

## 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. However, student attendance is only part of a student’s overall engagement with their studies and the University is actively developing procedures for measuring other aspects of engagement such as attendance at tutorial sessions and exams, engagement with Moodle resources and on-line sessions, and the timely submission of assignments.

Wherever possible attendance at timetabled sessions held 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 by the lecturer for that session (including recording students who attend a face-to-face session ‘remotely’ eg via Teams).

Where programmes are delivered using a ‘blended’ approach (combining face to face teaching with online learning experiences) attendance and engagement should be monitored using both the SAM system (for attendance at sessions listed on the SAM system) and alternative methods when appropriate and relevant such as Moodle analytics and Teams attendance reporting.

There are a number of circumstances where it is not possible to support attendance monitoring on the SAM system, these include: 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 these cases, attendance and engagement will be monitored as far as practicable using alternative methods, 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.

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. 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.

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 Placements

Full attendance is expected of all students on work placements. For each work placement module, there is a set number of hours to be completed. If a student fails to complete the requisite hours, they may fail the module.

### Short Term Work Placement (>12 weeks)

Students are responsible for notifying either their work placement mentor or line manager if they are going to be late or absent for any reason. They will also be expected to notify their Academic Department at the University. Work Placement guidelines with detailed information will be available from the programme department.

### Long Term Work Placement (< 12 weeks)

Students are responsible for notifying either their work placement mentor or line manager if they are going to be late or absent for any reason, including periods of absence due to illness. They will also be expected to notify their Academic Lead at the University. Work Placement guidelines with detailed information will be available from the programme department.

Students are also responsible for proposing to their work placement mentor or line manager how they are going to make up any hours lost from any absence or being late, to ensure the total number of hours requested by the University is going to be fulfilled.

### Work Placements for International Students

International students are responsible for notifying either their work placement mentor or line manager if they are going to be late or absent for any reason. They will also be expected to notify their Academic Lead at the University. Work Placement guidelines with detailed information will be available from the programme department.

Any international student with a study visa who is on placement will need to contact both the placement provider and their Academic Department each day of their absence, or they will be at risk of losing their sponsorship. This applies to all durations of work placements.

All of the conditions in this section also apply to work placements that take place remotely.

# 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.

## Programmes using the SAM system

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 (see Appendix A: SAM Thresholds and Stages Flowchart).

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 can be found on the University help pages here: <https://help.chi.ac.uk/sam-user-guides>

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 reporting and other monitoring processes) and to be particularly aware of the levels of attendance of international students who require a student route visa to study.

**Although SAM attendance reporting is likely to remain the main means of identifying poor attendance, it is important that this is used in conjunction with other methods of measuring engagement such as access to Moodle, submission of assignments and attendance at tutorials.**

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 student route 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 and the Student Engagement and Retention Adviser 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 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 manual attendance registers, 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 - deregistration

If the student fails to respond satisfactorily to follow-up enquiries and their attendance or engagement continues to fall below an acceptable threshold, the responsibility lies with the Programme Coordinator (or other appropriate senior member of academic staff) as to the action to 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 Engagement and Retention Adviser 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.

## Escalation of action - international students

Academic Registry must be notified without delay if there is concern over the attendance of any international student who requires a visa to study, in accordance with the UKVI academic engagement policy for higher education providers.

For external reporting purposes to UKVI, Academic Registry must be notified **as soon as possible** of students who have missed 10 consecutive expected contact points without permission (listed in Appendix B: UKVI Guidance for monitoring the academic engagement of international students who require a visa to study under the Student Route) or who have missed a check point registration (whichever comes first).

# 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 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.

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.

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

## 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

Academic Partner students are also expected to meet the University of Chichester’s requirements on attendance and engagement in accordance with the University’s Academic Regulations. The Programme Coordinator (or equivalent) or named member of academic staff at a partner institution will be responsible for managing student attendance and engagement.

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

Under the UKVI Student Route, 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 C: Guidance notes – Student Visa (Student Route) holders and work placements.

For specific guidance on the Turing Scheme monitoring guidelines please see Appendix D: Student Visa holders, Managing the Process for Study Abroad, the Turing Scheme and Exchange.

More information regarding UKVI requirements can be found in Appendix B: UKVI Guidance for monitoring the academic engagement of international students who require a visa to study under the Student Route.

## Postgraduate research students

Postgraduate research students studying on the MPhil/PhD programme accredited by the University of Chichester should adhere to the University’s Higher Degree Regulations and Code of Practice for Research Candidature and Supervision[[3]](#footnote-3). 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 such student is no longer attending or engaged with their programme of study (as per the expected 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 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 standard (see Appendix B: UKVI Guidance for monitoring the academic engagement of international students who require a visa to study under the Student Route).

Academic Departments are responsible for:

* Ensuring students 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 logging of student absences and activities on the SAM system to ensure a fair representation of the student’s attendance is maintained on the system
  + the actions to be taken by the Module Leader and Programme Coordinator if a student’s attendance level falls below an acceptable threshold
  + the consequences of repeated absence and not responding to appropriate staff enquiries.
* 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 considering 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 out in UKVI guidance; following these students up to determine any issues and notifying Academic Registry if the concern is on-going especially if UKVI policy is likely to be breached.
* Notifying Academic Registry (Modular) of students who are being de-registered from a module(s) because of lack of attendance.
* Notifying Academic Registry (Modular) of students who have stopped attending all elements of their programme within 60 days of last date of known attendance.
* 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.
* 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.
* If relevant to their module, attend all work placement days and accrue the relevant number of hours to validate the work placement. If absence is unavoidable, the student is responsible for notifying their employer, Academic Lead and the Careers and Placement Coordinator (or equivalent in the Academic Department).
* 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).  
    
  All such absences should be recorded on the student’s SAM timetable either by the student themselves (using the facility on their ChiView page) or by an appropriate member of staff. The list of acceptable absences that can be logged on the SAM system can be found in Appendix E: University approved absence types and SAM ‘activities’.
* 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.

# Appendix A: SAM Thresholds and Stages Flowchart



# Appendix B: 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://www.gov.uk/government/publications/student-sponsor-guidance>

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 has stopped academically engaging and/or who misses 10 consecutive expected contact points or checkpoint registrations (whichever comes first), 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/engagement.**

Examples of expected contacts include:

* attending formal academic or pastoral care activities including:
  + a lesson, lecture, tutorial or seminar;
  + a test, examination or assessment board;
  + a meeting with a supervisor or personal tutor;
  + a research-method or research-panel meeting, writing-up seminars or doctoral workshops;
  + an oral examination(viva);
  + an appointment with a welfare adviser or international student adviser;
* submitting:
  + assessed or unassessed coursework; or
  + an interim dissertation, coursework or report; and
  + registration (for enrolment or matriculation).

# Appendix C: 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.
  2. 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.
  3. 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.
  4. 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).
  5. 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.
  6. 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 Advice Team ([international@chi.ac.uk](mailto:international@chi.ac.uk)). To request a CAS for a visa extension, students should contact Academic Registry ([academicregistry@chi.ac.uk](mailto:academicregistry@chi.ac.uk))

* 1. If a student on a Student Visa (Student Route) wishes to do a work placement as part of their degree, they will need to complete an online Change in Registration form which will be approved by their Head of Department and Academic Registry.
  2. Every Academic Department administers work placements and work placements application differently. Students should contact their Academic Lead to clarify the application process.
  3. The employer will be required to inform the Careers and Placement Coordinator (or the equivalent in the student’s Academic Department) 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 UKVI when a placement is added to a Student Visa (Student Route) holder’s degree and will also notify the placement length and location.

* 1. The Department keep copies of the above listed documents and provide copies to Academic Registry to be added to the student’s file.

# Appendix D: Student Visa holders, Managing the Process for Study Abroad, the Turing Scheme 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, Turing Scheme or Exchange programme, provided the University can continue to monitor their engagement with their programme of study throughout their period of study overseas.
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/Turing Scheme 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 (Turing Scheme 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. Turing Scheme/Exchange programme and Attendance monitoring.**

Further to your successful application to take part in a Turing Scheme/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 Turing Scheme/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 (Turing Scheme 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 (Turing Scheme 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 a Turing Scheme/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.

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

There are occasions when a student will unavoidably be absent from a timetabled session. This could be an absence due to eg sickness or jury service (see 0 to 5 below) or could be due to a University arranged activity such as engagement in a Triple Threat production or 3fall tour (see 9 to 16 below).

The SAM system allows the input of these absences and activities so these can be taken into account in the ‘workflow’ processing (ie the processing that moves students between stages) and in absence reporting so the student is not unfairly flagged as not attending.

The table below lists all the current absence types (0 to 5) that can be logged on a student’s SAM timetable (either by the student or an appropriate member of staff). This will result in an ‘absence acknowledgment’ email being sent to the student’s University email address. Any timetabled sessions which fall within the recorded period of absence will show the student as ‘absent’; however, the workflow processing will not include these sessions in the weekly calculation of stage progression. For example, if a student is on stage 0 and misses all sessions in a week due to a recoded absence of type 01 (student is unwell) the workflow will not take account of the sessions marked as ‘absent’ and will not move the student to stage 2.

Similarly, members of staff can log an ‘activity’ against a student (such as attendance at a Triple Threat production activity instead of a timetabled session). Activities can be configured to be excluded or not excluded from workflow processing and can also be configured to set a specific attendance status for any sessions which fall within the period of the activity.

For example, the Triple Threat production activity (14 below) is configured NOT to be excluded from workflow but to show the student as ‘attending’ all sessions which occur within the period of the activity. If this activity is logged against a student for a specific week, all timetabled sessions within that week will show the student as ‘attended’ and, as the workflow is not excluded, all these sessions will be included in the workflow processing (so the student will show as 100% attending for that week). In comparison, CDT filming week (12 below) is configured to be excluded from workflow and show the student as ‘authorised absent’. If this activity is logged against a student for a specific week, all timetabled sessions within that week will show the student as ‘authorised absent’ but none of these sessions will be included in the workflow processing, so a student at eg stage 1 or 2 would remain at this stage.

|  |  |
| --- | --- |
| **Absent Type** | **Excludes from workflow** |
| 1. COVID-19 related issue (quarantine, shielding, local lockdown) | Yes, student market on session as ‘absent’ |
| 1. Medical - are / likely to be off for more than 5 working days | Yes, student market on session as ‘absent’ |
| 1. Non-Medical - are / likely to be off for more than 5 working days | Yes, student market on session as ‘absent’ |
| 1. Family Bereavement | Yes, student market on session as ‘absent’ |
| 1. Jury Service / court case | Yes, student market on session as ‘absent’ |
| 1. Attending an approved professional event | Yes, student market on session as ‘absent’ |

|  |  |
| --- | --- |
| **Activity Type** | **Excludes from workflow** |
| 09. Other - Admin Only | Yes, student market on session as ‘absent’ |
| 10. Dance Department - Observation | Yes, student marked as ‘attended’ |
| 11. Attended an alternative session | Yes, student marked on session as ‘authorised absent’ |
| 12. CDT - Filming Week | Yes, student marked on session as ‘authorised absent’ |
| 13. Normal Timetable Suspended | Yes, student marked on session as ‘authorised absent’ |
| 14. Triple Threat Production | No, but student marked as ‘attended’ |
| 15. 3fall tour | Yes, student marked on session as ‘authorised absent’ |
| 16. Attended Session Online | No, but student marked as ‘attended’ |

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 5.4). [↑](#footnote-ref-2)
3. These can be found on the University’s [Academic, Admissions and Student Support Policies web page](https://www.chi.ac.uk/about-us/policies-and-statements/academic-and-student-support/) [↑](#footnote-ref-3)