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**Student Attendance, Engagement & Absence Policy**

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# POLICY OVERVIEW

This Policy outlines the University’s commitment to identifying and managing the attendance, engagement and absence of students. It is broadly accepted that there is a clear correlation between attendance and degree outcomes which underpins this policy, whilst ensuring the University is fulfilling its duties related to student access to student loans and other related student visa requirements.

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 specify 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.”

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 covered by the University’s Equality and Diversity Policy and Equality, Diversity and Inclusivity (EDI) Plan.

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 study, and with the attendance requirements of the Student Loan Company.

The Student Attendance Management system (“SAM”) is the principal electronic system used for managing attendance at the University, however this is not the only method, for a variety of reasons, which this Policy and operational appendices cover in more detail.

# DEFINITIONS AND SCOPE

* This policy applies to all students registered at the University. 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/online 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); in such cases students are expected to attend the specified number of sessions to meet the programme requirement.
* Exams and timetabled assessments are not covered by this Policy because other processes and Academic Regulations apply.

# KEY PRINCIPLES

* The management of attendance, engagement and absence of students is the responsibility of academic areas and specifically it is the responsibility of the session leader to ensure that attendance is accurately recorded at each timetabled session.
* That academic areas ensure in clear communications with their students the attendance and engagement requirements for their programme, and the underpinning processes for managing attendance, engagement and absence.
* That attendance at **all timetabled module activities** are recorded and managed in accordance with this Policy. Attendance which falls below the standard expected, should be managed in accordance with this Policy.
* As far as possible attendance at timetabled sessions held face-to-face in standard teaching spaces should be recorded using SAM, either by students ‘tapping 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’ e.g. via Teams).
* In accordance with its Equality and Diversity Policy and Equality, Diversity and Inclusivity (EDI) Plan, the University will support the legal requirement to make reasonable adjustments for students disclosing protected characteristics, which may affect attendance. The Disability and Dyslexia Service will liaise with applicants and students who make such a disclosure to agree reasonable adjustments and will ensure these are agreed with their academic area.
* In addition to interrogating SAM reporting, academic areas should also use this data in conjunction with other methods of measuring engagement such as access to Moodle, submission of assignments and attendance at tutorials or examinations.
* Programmes delivered using a ‘blended’ approach (combining face to face teaching with online learning experiences) should monitor attendance and engagement using both SAM (for attendance at sessions listed on SAM) and alternative methods when appropriate and relevant such as Moodle analytics and Microsoft Teams attendance reporting.
* Where it is not possible to support attendance monitoring on SAM, e.g. 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, attendance and engagement will be monitored as far as practicable using alternative methods, including SAM attendance data where this is available.
* That academic areas comply with the UKVI academic engagement policy for all international students who require a visa to study, which stipulates that University policy and requirements for attendance and engagement are adhered to.
* Attendance management is robustly managed in order to provide assurance to Student Loan Company (SLC) that any students in receipt of SLC funding/loans are genuinely engaging with their studies.
* In compliance with regulations relating to degree apprentices every case of unexplained non-attendance must be followed up.

# DATA PROTECTION

All data captured and used for the purpose of monitoring attendance and engagement will be processed in compliance with data protection legislation. More information relating to this can be accessed on the University’s data protection web page: <https://www.chi.ac.uk/about-us/policies-and-statements/data-protection/>

Appendix A: Responsibilities under this policy

1. **University Responsibilities**

1. The University is responsible for:

* 1. 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.
  2. 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.
  3. 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).
  4. Ensuring the agreement and application of reasonable adjustments for students who have disclosed a disability or health condition which may affect their ability to enter into University life and studies.
  5. 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.
  6. Notifying UKVI of Students Route visa holders whose attendance has failed to meet the required standard (see Appendix E).

**2. Academic areas are responsible for:**

* 1. 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 SAM 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.
  1. Following up on 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, working with Student Support and Wellbeing Services (where appropriate) for the student considering both academic and financial implications.
  2. Identifying international students who require a visa to study, whose attendance begins to cause concern and before it falls below the requirement set out Appendix E.
  3. Academic areas must notify Academic Registry (Modular) of students who are being de-registered from a module(s) because of lack of attendance.
  4. Academic areas must notify Academic Registry (Student Records) of students who have stopped attending all elements of their programme within 40 days of the last date of known attendance/engagement.
  5. 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.

**3. Student responsibilities**

* 1. Letting the University know if they have any disability or health condition affecting their ability to attend sessions and agreeing reasonable adjustments for these.
  2. 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.
  3. 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.
  4. 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 area).
  5. Registering their attendance at every timetabled session as required (for example by ‘tapping in’ at timetabled sessions where SAM is applicable or by signing a register/notifying the Module Leader of attendance at other types of session) to facilitate input to SAM.
  6. Using SAM (or other relevant register of attendance) honestly and being accountable for any misuse (e.g. tapping in and not attending or tapping in on behalf of another student).
  7. Notifying their academic area 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)
  8. 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 approved absence types and SAM ‘activities’ that can be logged on SAM can be found in Appendix C.
  9. 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 B: General guidance for staff managing attendance, engagement & absence

1. **Student absence and lack of engagement**

1.1 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
  1. 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.
  2. 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.
  3. 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. Support is available from colleagues in Student Support & Wellbeing if an additional support intervention is deemed to be appropriate.
  4. 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/engagement otherwise penalties accrue which are chargeable to the student.**
  5. 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 E)

1. **Guidelines on recognising and managing absence issues**

The standard, as specified in the Academic Regulations, is 100% attendance at all timetabled sessions; however, 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.

**3. Special conditions**

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

3.2 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 and Diversity Policy and Equality, Diversity and Inclusivity (EDI) Plan

• 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

3.3 The special conditions for each of these categories are given below.

**4. Students with attendance issues arising from protected characteristics**

4.1 In accordance with its Equality and Diversity Policy and Equality, Diversity and Inclusivity (EDI) Plan, 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 Service and/or other appropriate staff.

4.2 The Disability 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 area and with Academic Registry (Assessments Team) and circulated as appropriate. For more information about the SARA process please contact the Disability Service on disabilitydyslexia@chi.ac.uk.

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

**5. Students with special attendance arrangements**

In exceptional occasions the Institute Director or Head of academic area 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.

**6. 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.

**7. International students who require a visa to study under the UKVI Student Route**

There are specific requirements for UKVI Student Route visa holders. This is set out Appendix E.

There is also specific guidance relating to Student Route visa holders on the Turing Scheme, Study Abroad and exchange, also set out in Appendix E.

**8.** **Postgraduate research students**

* 1. 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. 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.
  2. 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.
  3. 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.

**9.** **Degree apprenticeship students**

The delivery of degree apprenticeship programmes varies across the subject areas; however, in every case the University, via the relevant Programme Coordinator, 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.

**10. 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.

**11. International short-term students and trainees**

11.1 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.

11.2 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.

**12. Postgraduate taught students on their dissertation stage**

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

**13. Students undertaking official roles as Students’ Union sabbatical officers**

* 1. 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.
  2. 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.
  3. A student who is required by the University to withdraw, or who intermits (for reasons not connected with taking up the sabbatical officer role) from their programme after election to a sabbatical officer role in the Students’ Union shall not be permitted to take up or continue any sabbatical office (or associated employment).
  4. 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.
  5. 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 (a maximum term of 2 years is allowed).
  6. Whilst undertaking a Students’ Union sabbatical officer role the Students’ Union General Manager shall be responsible for ensuring continued contact with the individual. Any change in circumstances, which may need to be reported via the UKVI SMS system, should be raised with the Student Records Manager (Academic Registry) without delay.

Appendix C: Guidance on using the Student Attendance Management system (“SAM”)

1. **General**
   1. SAM is the principal system used by the University to manage the attendance, engagement and absence of students on scheduled module activities.
   2. SAM 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.
   3. Guidelines on the use of SAM, 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>.
   4. Each academic area is expected to have procedures in place to follow up students whose level of attendance and engagement is of growing concern (using both SAM 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.
   5. 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.
   6. SAM 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.
2. **Where SAM does not apply**

2.1 Where SAM 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 managing 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.

2.2 With regard to tutorials i.e. activities not scheduled on the academic timetable and therefore not monitored via the University’s Student Attendance Management system (“SAM”) or other centralised systems) it is expected that all Tutors/Academic Advisers will manage their own attendance records of planned tutorials with students. SAM data may be helpful, however, to review the attendance patterns of students more generally.

1. **Escalation of action – deregistration**
   1. 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 Manager may also be able to assist in following up with the student.
   2. It may be advisable to consult the Director of Institute or Head of academic area (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, wellbeing and academic considerations.
2. **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. (Refer to Appendix E).

1. **Where SAM is misused**

It is possible that some students will choose to misuse SAM 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 SAM in this way not only breaches the Community Commitment Charter but could also constitute misconduct under the Academic Regulations, which could lead to disciplinary action.

1. **University approved SAM absence types and ‘activities’**
   1. There are occasions when a student will unavoidably be absent from a timetabled session. This could be an absence due to e.g. 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 or 3Fall theatre production (see 9 to 16 below).
   2. SAM allows the input of these absences and activities so these can be taken-into-account in the ‘workflow’ processing (i.e. the processing that moves students between stages) and in absence reporting so the student is not unfairly flagged as not attending.
   3. 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 automated ‘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.
   4. 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.
   5. For example, a theatre 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, a Department of Creative Industries (DCI) 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 (e.g. stage 1 or 2) would remain at this stage.

|  |  |
| --- | --- |
| **Absent Type** | **Excludes from workflow** |
| 1. Medical - are / likely to be off for more than 5 working days | Yes, student marked on session as ‘absent’ |
| 1. Non-Medical - are / likely to be off for more than 5 working days | Yes, student marked on session as ‘absent’ |
| 1. Family Bereavement | Yes, student marked on session as ‘absent’ |
| 1. Jury Service / court case | Yes, student marked on session as ‘absent’ |
| 1. Attending an approved professional event | Yes, student marked on session as ‘absent’ |

|  |  |
| --- | --- |
| **Activity Type** | **Excludes from workflow** |
| 09. Other - Admin Only | Yes, student marked on session as ‘absent’ |
| 10. Dance area - Observation | Yes, student marked as ‘attended’ |
| 11. Attended an alternative session | Yes, student marked on session as ‘authorised absent’ |
| 12. Department of Creative Industries - 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’ |

Appendix D: Work Placements, including UKVI Student Route Visa Holders

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 full time, up to 20 weeks part-time)**

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 area at the University. Students are also responsible for coordinating with their line manager to ensure that any missed hours are appropriately covered. It is crucial for them to meet the minimum hours required by their module descriptor, as this is a key criterion for passing the module.

Work Placement guidelines with detailed information will be available from the programme.

**Long Term Work Placement (>12 weeks)**

Students are responsible for notifying either their work placement mentor or line manager, following the employer processes, 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 for long period of absence. Work Placement guidelines with detailed information will be available from the programme.

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.

**Early Termination of Work Placement**

If students encounter any issues during their placement, they must communicate these concerns to the Careers & Placement Coordinator/Academic Lead/ Department Placement Lead before considering leaving the placement. It is important that students raise their concerns with the University staff member facilitating the placement. Together with the student and employer, the staff member will work to find a solution. If a resolution cannot be reached, the placement may be terminated. However, this decision should not be made unilaterally by the student; it must be agreed upon with the University staff member responsible for the placement. This is crucial because failing a placement, in some modules, can result in failing the entire module. By informing the University staff member, students may also have enough time to secure a new placement if necessary.

Employers have the right to end a student placement earlier than expected. In such cases, students are urged to immediately contact the Careers & Placement Coordinator, Academic Lead, or Department Placement Lead upon receiving this information.

**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.

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

**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 work placements, including full-time work placements 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 area 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 academic area and Academic Registry.
  2. Every academic area that 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/the Academic Lead or the Department Administrator (whoever has been their point of contact in setting up the placement arrangements) of any absences so they may keep a log on behalf of the University to ensure they 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. Students are also responsible for coordinating with their line manager to ensure that any missed hours are appropriately covered. It is crucial for them to meet the minimum hours required by their module descriptor, as this is a key criterion for passing the module.
  2. The academic area retains copies of the above listed documents and provide copies to Academic Registry to be added to the student’s file.

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

Appendix E: UKVI Guidance for monitoring the academic engagement of UKVI Student Route visa holders, including the process for Study & Work Abroad

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 (generally 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).

**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 and/or Credit-Bearing placement abroad. The University will continue to monitor their engagement with their programme of study throughout their period overseas.
2. Students must apply and arrange their exchange programme through the Study & Work Abroad Team, in liaison with the Exchange Tutor in their academic area. Once arranged, the Study & Work Abroad Team will email Academic Registry ([academicregistry@chi.ac.uk](mailto:academicregistry@chi.ac.uk)) with details of the mobilities abroad (i.e. study & credit-bearing work placements). Academic Registry report a ‘change of study location’ to the Home Office via SMS.
3. The departmental Exchange Tutor/Coordinator 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 that 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, and copying in exchange@chi.ac.uk.
4. The departmental Exchange Tutor/Coordinator, with the support of the Study & Work Abroad Advisor, 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 upload on ChiCareers after commencing their exchange programme.

* Certificate of Arrival
* Updated Learning Agreement with the final modules the students will take while abroad, for study mobilities
* Offer Letter or Contract upon starting a credit- bearing placement.

1. The following acts as attendance/engagement contact points and the student is required to email them to the departmental Exchange Tutor/Coordinator during their exchange programme:

* ‘Report of Academic Activities’ (Appendix 2), which the student is required to complete twice a term, as set out in Example 1.
  1. If a student does not submit the above document on time the departmental Exchange Tutor/Coordinator 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 Academic Registry, who issues a final warning to the student and withdraws the Student Visa (Student Route) sponsorship, if required.

1. The following documents act as attendance/engagement contact points and the student is required to upload on ChiCareers the following documents to the Exchange Team (at the end of their exchange programme:

* Certificate of Departure (i.e. attendance, giving final dates)
* Final copy of the Learning Agreement
* Transcript of results
* Confirmation of hours for placement mobilities.

1. The Study and Work Abroad Team keep copies of the above listed documents and provide copies to Academic Registry to be added to the student’s file.

**Appendix 1: example email to the outgoing Student Visa holder**

Dear xxx

**Re. Study Abroad 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/Coordinator. 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 online 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 online 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 confirmation of online re-registration e-mail from University
* Mid-February ‘Report of Academic Activities’ form
* Re-registration week after the University of Chichester Spring break) – show confirmation of online 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/Coordinator and the Study and Work Abroad 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/Coordinator or the Study and Work Abroad Team who will be happy to help.

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

Dear xxx

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 online re-registration (via ChiView) 3 times during the year once in semester 1 and twice in semester 2 (exact dates to be advised)**

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/Coordinator at the University of Chichester.

**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/Coordinator and the Study and Work Abroad team by the student.