

ATTENDANCE MONITORING POLICY

This policy explains the University's approach to monitoring the attendance of students on campus-based courses of study. It also explains how the University carries out its specific obligations for international students who hold a visa under Tier 4 of the points-based immigration system and for whom the University is Sponsor.

1. Introduction

1.1 The University recognises the value of attendance monitoring to help identify students who may be in danger of leaving their course of study. Through early identification of such students, the University has the opportunity proactively to offer assistance and guidance to encourage progression and to avoid potential discontinuation. Attendance monitoring is also essential for the University to meet its statutory requirements for receipt of funding.

1.2 This policy applies to all students registered on campus-based courses, including postgraduate research students (see 2.7).

1.3 The University is the Sponsor for international students who hold a visa under Tier 4 of the points-based immigration system. As a Sponsor the University is obliged to meet the expectations of the UK Visas and Immigration (UKVI) as laid down from time to time in their Guidance and Regulations. Further information on this can be found on the UKVI's web-site: <https://www.gov.uk/tier-4-general-visa/overview>

1.4 Within these Regulations, the UKVI requires Sponsors to report any international students who have missed ten (10) consecutive expected contact points within each academic year of study. Once an international student has missed ten (10) consecutive expected contact points, the University must notify the UKVI of that student's absence within ten (10) working days. This means that the international student's leave to remain may be curtailed by the UKVI.

1.5 Falmouth University defines contact points as face-to-face meetings: these may also include a combination of the following forms of communication:

- a) One-to-one 'Skype' or video-conference meetings;
- b) Telephone-based work discussions.

Exchanges of e-mail messages, although possibly part of a schedule of regular contact, are not acceptable as a formal contact point for these purposes.

1.6 Equivalent processes will be followed in the case of any category of student not explicitly noted in this document.

2 Undergraduate and Taught Master's Students

- 2.1 All international students (ie who are not from the European Economic Area) are subject to additional registration points at the beginning of subsequent study block for which they are in attendance. This involves a face-to-face check of identity and documentation. In addition, Heads of Subject are responsible for performing monthly checks to confirm that the engagement and attendance of international students on their course(s) satisfies the requirements of this policy.
- 2.2 The attendance of all students on taught awards is monitored via class registers taken by the member of staff delivering/facilitating the scheduled activity. For the purposes of this policy, a scheduled activity may be a lecture, seminar, tutorial, workshop, critique, technical instruction, demonstration, presentation, group work, performance or any other timetabled activity. Academic departments will retain records of class attendance. Student Administration will conduct sample audits of registers.
- 2.3 Undergraduate students are responsible for notifying their Module Leader of any absence from any scheduled activity. Students causing concern will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.
- 2.4 Where an undergraduate student misses five (5) scheduled activities within any two-week period of a semester and has not notified the course team nor responded to reasonable efforts made by the course team to contact the student to determine the reason for non-attendance, the Head of Subject or Course Co-ordinator will be notified who will issue a formal letter seeking a full explanation. If the student misses a further five(5) scheduled activities within the same academic year, the Director of the academic department will issue a second letter requesting urgent contact together with a full explanation.
- 2.5 Where a Master's student misses five (5) scheduled activities within one semester and has not notified their Module Leader or Supervisor (or nominee), nor responded to reasonable efforts made by the Module Leader or Supervisor (or nominee) to contact the student to determine the reason for non-attendance, the Module Leader or Supervisor will issue a formal letter seeking a full explanation. If the student misses a further five (5) scheduled activities within the same academic year, the Director of the academic department will issue a second letter requesting urgent contact together with a full explanation.
- 2.6 Students whose pattern of attendance does not improve on receipt of the second letter may have their studies terminated in accordance with the Academic Regulations.
- 2.7 For postgraduate research students, or those students engaged in the dissertation/final project period of a Master's course, each student is required to

agree with their Supervisor a schedule of regular meetings. Students are responsible for notifying their Supervisor of any absence from any scheduled activities. As part of the academic monitoring and advice offered, students causing concern will be referred on to pastoral and/or academic support and guidance where appropriate for additional specific support.

- 2.8 At any stage of this policy, the Director of the academic department or Head of Subject may make an assessment that a student should be called in to a Health, Wellbeing and Fitness to Study meeting.