



UNIVERSITY OF EXETER – Attendance Monitoring Policy for Tier 4 Students

Introduction

The University of Exeter recognises that students are adults who are expected to work independently, engage with their academic studies and comply with the University's attendance policy outlined in the [General Regulations for Students](#).

The recruitment of international students requires the University of Exeter to hold a Tier 4 Sponsor Licence issued by the Home Office and to maintain Highly Trusted Sponsor (HTS) status. This demands compliance with a range of Home Office requirements including to monitor attendance. Where a student fails to attend a sufficient number of consecutive contacts the institution is required to withdraw sponsorship and report them to the Home Office.

The University of Exeter policy on Tier 4 attendance monitoring provides the framework within which academic activity will be identified to establish an appropriate volume and regularity of expected contact points for monitoring purposes. These will be defined in operational guidance documents that can be revised to reflect changes in Home Office guidance and will also be subject to an annual review.

Attendance Monitoring Policy

1. This policy applies to all International Students who hold a current Tier 4 visa to study at the University of Exeter.
2. The University will monitor attendance in line with current Home Office guidance to identify Tier 4 students who are failing to attend or adequately engage with their studies. Attendance will be monitored using identified expected points of contact. Expected points of contact are key academic interactions within a programme which provide evidence of attendance and academic engagement.
3. Operational guidance documents will be produced to set out the detail for taught programmes, research programmes and for INTO and the Medical School due to their particular academic pedagogy and attendance requirements. Operational guidance will also be produced to detail monitoring arrangements for study and work abroad activity.
4. Colleges will be required to confirm on an annual basis the set of expected contact points for each of their programmes sufficient in both volume and regularity to meet the requirements of Home Office guidelines. Expected points of contact will commence with registration and thereafter may include the following:
 - Attendance at examinations
 - Coursework submissions

- Assessments via University online systems
 - Attendance at Tutorials
 - Attendance at Seminars
 - Attendance at Lectures
 - Attendance at Practical laboratory based sessions
 - Agreed contacts with Dissertation Supervisor
 - Agreed contacts with a Research Supervisor
 - Annual Research Student Monitoring Exercise
5. Where a student misses an expected point of contact this will be recorded as an absence, unless the absence has been authorised (see Attendance Monitoring Procedural Guidance). Authorised or mitigated absence will not count as an absence for Tier 4 reporting purposes. Although an authorised or mitigated absence does not count towards 10 consecutive absences, it will not reset a student's consecutive absences to 0 to allow attendance patterns to be monitored.
 6. The University retains its sponsor duties for Tier 4 students during agreed placements and periods of study abroad. All students on a placement or study abroad will have an established attendance monitoring plan which will be agreed in advance and will meet a minimum number of expected contact points.
 7. Attendance data will be monitored in the University's attendance monitoring system (LISA). This data will be analysed to show students who are showing inadequate attendance.
 8. A student who has a pattern of consecutive missed absences will receive a minimum of one initial warning and a final warning at intervals between 1-9 consecutive absences. If a student reaches 10 points of consecutive absence it will trigger action as outlined in the [University's Code of Good Practice on Unsatisfactory Progress](#).
 9. The University will normally withdraw sponsorship of Tier 4 students at the point of missing 10 consecutive contact points. Occasions where sponsorship is not withdrawn following 10 consecutive missed contacts should be rare and the reasons for this decision should be well documented. Students would normally be expected to have accounted for their absence through the University's Mitigation Procedure, or through the Authorised Absence procedure.
 10. Colleges' will notify the University PBS Compliance Unit if a Tier 4 student returns to their home country with no intention to return to the University of Exeter to study. Students in this category will have their sponsorship withdrawn.
 11. A report of withdrawal of sponsorship will be made by the PBS Compliance Unit once it is confirmed that the student has been formally withdrawn from the University.
 12. Once sponsorship has been withdrawn and this has been reported to the Home Office the students Tier 4 visa will be curtailed to 60 days. At the point of

reporting the PBS Compliance Unit will advise the student that they are required to leave the UK.

Policy approval and updates

The University may be required to amend any of the above recommendations in line with new legislation and good practice.

Ownership of this policy will sit with the PBS Compliance Unit under the guidance of the Immigration and Visa Compliance Group.

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