



University  
*of* Exeter

Attendance and Engagement Monitoring  
for Student Visa Holders 2025- 26

The principles and expectations for student attendance and engagement are outlined in the University's [Ordinances, General Regulations for Students](#) and [Taught Student Attendance and Engagement Policy](#).

As a Student Sponsor License holder, the University is required to adhere to the [Student Sponsor Guidance](#) published by UK Visas & Immigration (UKVI). This document describes how the University meets our duties prescribed in this guidance relating to monitoring attendance and engagement of students holding Student visas.

This procedure applies to all Student visa holders studying at the University of Exeter. It does not apply to students who hold other types of visa.

## Undergraduate and Postgraduate Students

### 1. Monitoring Attendance and Engagement

1.1 Student engagement data will be captured from:

- Log-ins to the University's virtual learning environment (ELE2)
- Attendance at timetabled teaching sessions recorded through the digital check-in function in the My Exeter app.
- In-person and online exams
- Coursework submission
- Programme placements

1.2 Where a student is required to attend a scheduled welfare meeting, such as fitness to study meetings, this can also be recorded as course engagement.

1.3 An undergraduate student's engagement will only be monitored during weeks in which a student has an expected timetabled activity, such as a teaching session or an exam. A postgraduate student's engagement will be monitored in both weeks where there is an expected timetabled activity and during their dissertation/research project period.

### 2. Periods of Industrial Placement and Study Abroad

The University will normally continue to sponsor students during periods of industrial experience or study abroad. Therefore, the University must ensure that students holding Student visas are engaging satisfactorily with this part of their students.

2.1 Where a placement is part-time or is less than three weeks in duration, it will not be monitored. This is because the university's standard engagement monitoring process will capture data from timetabled activities to demonstrate satisfactory engagement.

2.2 Faculty based teams who oversee industrial placements and study abroad are responsible for:

2.2.1 contacting employers within one month of the start date of the programme to obtain confirmation that the student is in attendance.

2.2.2 contacting students each month on their placement/study abroad to ensure that the student is engaging with this part of their programme.

2.3.3 contacting the employer every three months to confirm student attendance on the placement/study abroad.

2.2.3 having a system in place so that employers can report student absence.

- 2.3 The Immigration Compliance Team will identify all Student visa holders on work placements or studying abroad and will work with Hubs to ensure that sufficient contacts are recorded.
- 2.4 The Immigration Compliance Team will monitor and keep records of sponsored students during their study abroad period. Information returned by host Universities will be recorded as engagement contact points.

### 3. Absence and non-engagement

- 3.1 Where a student is unable to attend a timetabled teaching session through sickness or for another reason, they are required to report their absence. This can be done through the reporting tool in My Exeter. The [Student Absence Procedure](#) gives further information.
- 3.2 Hubs will decide whether the reasons presented for an absence are valid. Absences should be approved in line with the reasons listed in the [Student Absence Procedure](#).
- 3.3 Where a Hub approves an absence request from a student, the absence will be classed as a mitigated absence. If the student has an authorised absence for 50% or more of their classes for the week, they will be deemed as engaged in their studies.
- 3.4 The Immigration Compliance Team will set a weekly engagement threshold based on the data sources outlined in 1.1. Engagement data will be monitored on a weekly basis to identify any students who do not meet the prescribed engagement threshold during that week. To meet the weekly engagement threshold, students will need to check-in at least once.
- 3.5 Students will receive email notifications from the Immigration Compliance Team if their engagement data demonstrates that they are not satisfactorily engaging with their course:
- After two weeks of not meeting the engagement threshold, the student will be sent an email which explains how they can check-in and submit an absence. They will also be directed to areas of support if there are other reasons they are not attending their teaching sessions.
  - After four weeks of not meeting the engagement threshold, the student will be sent an email which is a Stage 1 notification outlined in [University's Unsatisfactory Student Progress and Engagement: Code of Good Practice](#). This email will advise the student of the consequences for their immigration status of continued absence and outline sources of support in case the student has ongoing welfare issue.
- 3.6 Students will be escalated to the Hub for Stage 2 Final warning at six weeks of not meeting the engagement threshold.

- 3.7 Where a student fails to engage satisfactorily for a further three weeks (and therefore a total of 9 weeks non-engagement) they will be escalated to Stage 3 and referred to the Dean of Faculty for withdrawal from their programme by the relevant Faculty authority.
- 3.8 In cases where the University is aware that a student has serious ongoing health problems or there are other compelling personal circumstances, it may not be appropriate for students to receive notification emails. The University's Wellbeing Services will liaise with the Immigration Compliance Team in such circumstances to determine an appropriate course of action, which may include mitigating absence.
- 3.9 For the 2025-26 academic year, students of the Bachelor of Medicine, Bachelor of Science (BMBS) programme and Nursing will check-in to classes via the MyExeter app. Engagement will be monitored by the Faculty of Health and Life Sciences, who will alert the Compliance team if any students do not satisfactorily engage.
- 3.10 In term 3 of a postgraduate taught course, these students will continue to be monitored:
- Those with teaching will be expected to use digital check-in for their scheduled classes.
  - Those who do not have teaching, will be expected to use digital check-in monthly.

Students who do not meet the monthly engagement threshold will be contacted shortly afterwards by the Immigration Compliance Team. Any student who does not meet the threshold for two months, will be contacted and advised that visa sponsorship will be withdrawn, unless they can demonstrate compelling reasons why this should not happen.

## Postgraduate Research Students

### 1 Recording and Monitoring Attendance

- 1.1 Registration will be recorded as a contact point for all postgraduate research students.
- 1.2 After a postgraduate research student has registered, their MyPGR record is populated with monthly contact points. These are scheduled across the year, apart from August and December. Less contact points will be scheduled for part-time students. These events are also recorded in LISA and are monitored as expected engagement points.
- 1.3 Any ad hoc contacts entered by students will also be recorded as engagement points.
- 1.4 It is recognised that not all contacts between supervisor and student will be face to face. Research students are often required to conduct research in different locations so contacts will sometimes be by phone, email or Teams. This still represents engagement with the requirements of their programme so recorded as a contact point in LISA.

### 2 Continuation Status

- 2.1 Students who have switched to continuation status (including those who are required to resubmit) are expected to maintain less regular contact with their supervisor. The University retains its duties as immigration sponsor during this time however, so students will be required to complete at least one contact during each term.
- 2.2 After a student has submitted their thesis there will not be any expected contacts until their viva. The viva will be recorded as a contact point in LISA.

### 3 Absence

- 3.1 The Immigration Compliance Team will monitor Student research student attendance data and an initial notification will be issued in cases where there has been no engagement for three consecutive months.
- 3.2 If a student fails to engage for a further two months they will be contacted by their PGR Support Team in line with the [University's Unsatisfactory Progress and Engagement: Code of Good Practice](#).
- 3.3 Where a student continues to fail to engage within no more than a further two months they will be referred to the Dean of Faculty for withdrawal from their programme by the relevant College authority
- 3.4 If it is considered appropriate for the student to be referred to the [Health, Wellbeing and Support for Study procedure](#), MyPGR contact events will be mitigated in LISA for the appropriate period.
- 3.5 Where there are circumstances which affect a student's ability to engage on a longer term basis it may be appropriate for the student to request an interruption of studies.

### Student Visa holder Responsibilities

- 1 All Student Visa holders are required to engage with the University's engagement and absence reporting procedures, as outlined above.
- 2 All students at the University are expected to demonstrate a satisfactory level of attendance and engagement. Failure to demonstrate this may result in action being taken under the [Health Wellbeing and Support for Study](#) procedure or the [Unsatisfactory Student Progress and Engagement: Code of Good Practice](#) and ultimately the University withdrawing Immigration sponsorship.