

## International Student Attendance and Engagement Policy

1. International students must attend the College and engage with their studies to remain in the UK with a student visa. Continued or serious cases of non-attendance can result in withdrawal of visa sponsorship.
2. This document describes how Regent College London monitors the attendance and engagement of international students. It also describes what the College may do if an international student does not attend or engage.
3. The primary audiences for this document are:
  - a. International students; and
  - b. College staff who are responsible for supporting international students and ensuring the College complies with the government's student visa rules.
4. Throughout this document, 'we' or 'us' refer to the College and 'you' to the student.

### **Who does this document apply to?**

5. This document applies to all international students. It does not apply to students domiciled or resident in the UK.

### **Your responsibilities as an international student**

6. You must ensure you are aware of your responsibilities in relation to attendance and your student visa. They are:
  - a. To attend your timetabled teaching sessions<sup>1</sup> regularly in person. Note that you cannot study your course via online learning only and must attend in-person teaching and other sessions.
  - b. To arrive on time for your teaching sessions and stay for the whole session.
  - c. To complete and submit all written assignments, practical or other coursework on time, and attend any examinations.
  - d. To keep any appointments to meet or talk to College staff.
  - e. To inform us of any absences.
  - f. To inform us of any ongoing issues or problems that are affecting your ability to attend your studies.
  - g. To check your emails regularly and respond to any correspondence about your attendance or engagement.

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<sup>1</sup> Examples of teaching sessions include (but are not limited to) lectures, seminars, tutorials, workshops, work placements and field trips.

### **If you are unable to attend a teaching session**

13. If you are unable to attend, you should inform an Attendance Officer (attendance@regentcollegelondon.com) or your Customer Service Officer at the earliest opportunity and complete the [Absence Form](#). There are examples of what we regard as acceptable and unacceptable reasons for absence in appendix A. You should also submit independent, third-party evidence (e.g., a doctor's note) to explain your absence.
14. If there is an acceptable reason for your absence and you submit evidence for it, the absence will be authorised and not counted in your attendance record.
15. If there is not an acceptable reason for your absence and/or you do not submit evidence for it, the absence will be unauthorised and count towards your attendance record as described below.
16. If you have a long-term medical condition that impacts your attendance, you should seek support from Student Services (studentservices@rcl.ac.uk).

### **If you are unable to submit coursework or attend an examination**

7. If you are unable to submit coursework or attend an examination, you may be able to secure an extension to a deadline or the deferral of an examination under the College's Mitigating Circumstances Procedure or the procedure specified by your awarding body. If you are not sure which procedure applies to your programme, please ask your lecturer or Customer Support Officer.

### **How we monitor your attendance and engagement**

8. We will record and monitor your attendance throughout your studies, including when you are studying away from the College (for instance, on a work experience placement or writing a dissertation). We will review data about your attendance throughout your studies and use this to determine whether you are meeting our requirements and responsibilities as a student sponsor (as described in the Home Office's Student Sponsor Guidance). Your case will be escalated if:

- a. You have had several unauthorised absences from your studies; and/or,
- b. You have been absent (including authorised absences), or have not had any attendance or engagement recorded, for a long period.

9. The escalation process may involve your Customer Service Officer or a member of the Attendance or Compliance teams. Regardless of who contacts you about your attendance, you must follow the instructions provided as failure to engage in this process and to attend any meetings arranged by us may result in the escalation of your case to the Visa Attendance Panel. You must re-engage with your studies and maintain a regular level of attendance from the date of the initial contact until the next time your attendance data is assessed. If you re-engage with your studies, no further action will be taken. If you do not re-engage with your studies, or do not improve your attendance to a sufficient standard (i.e., regular, and consistent), then your case will be escalated to the Visa Attendance Panel.

### Visa Attendance Panel and withdrawals

10. In cases of severe non-attendance or a failure to re-engage with studies (including not attending a meeting with a member of the Compliance team) your case will be escalated to the Visa Attendance Panel, whose members shall be nominated by the Provost. The Panel can meet at any time of the year, so it is important that you continue to check your College emails regularly.

11. If your case is escalated to the Visa Attendance Panel:

- a. You will receive an email notification about the Panel and have an opportunity to provide a written statement and any supporting evidence within five working days for consideration.
- b. The Panel will meet to decide on the appropriate action based on the available information. The decision can include a full withdrawal from the College, or alternatives such as a suspension of studies.
- c. The Panel's decision will be emailed to you.

12. You may appeal a decision of a Visa Attendance Panel to withdraw you from the College under Part H of the College's Consolidated Student Appeals Procedure.

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| <i>Policy owner</i>     | <i>Academic Quality</i> |

## Appendix A

### Acceptable reasons for absence

Every application will be considered on its merit and this list should be seen as a guide to what amounts to mitigating circumstances for an absence to be authorised, and not an exhaustive list:

- Bereavement of a child, sibling, parent (including step-parent) or legal guardian or spouse or civil partner
- Bereavement of a close relative (e.g. grandparent) or friend, with a brief statement of the impact on the student
- Serious personal injury, medical or mental health condition preventing attendance and/or submission of a summative assessment
- Moderate personal injury, medical or mental health condition preventing attendance and/or submission of a summative assessment
- Serious worsening or acute episode of an ongoing disability, medical or mental health condition
- Mental health crisis
- Family breakdown (such as divorce)
- Financial problems (non-work related)
- Housing issues such as eviction or unforeseen sudden requirements to move
- Jury Service
- Attendance at court or tribunal as a witness, defendant or claimant
- Serious injury or illness in a child, sibling, parent (including step-parents) legal guardian, spouse, civil partner or partner
- Serious illness of a grandparent, aunt, uncle, or other close relative or close friend
- Unexpected caring responsibilities caused by worsening of ongoing medical or mental health condition in a child, sibling, parent (including step-parents), legal guardian, spouse, civil partner or partner or another close relative
- Victim of a violent crime (e.g. assault, sexual assault, domestic violence, etc.)
- Victim of theft or burglary of work or materials required for assessment.

### Unacceptable reasons for absence

Every application will be considered on its merit and this list should be seen as a guide to what does not amount to extenuating circumstances and not an exhaustive list:

- Oversleeping or missing a bus/train
- General pressure of work
- Demands of employment or personal appointments, which could have been arranged around your timetable
- Personal disruptions which could have been anticipated such as travel, family events, which could have been arranged around your timetable
- Living too far away from your study centre

- Booked holidays or trips to see family abroad
- Work commitments
- Ongoing caring responsibilities (including school holidays)
- Failure of student's IT equipment or software.