

Tier 4 Student Attendance Monitoring Policy & Procedures

The policy applies only to tier 4 students sponsored by AECC University College.

1. Introduction

- 1.1 The Tier 4 Student Attendance Monitoring Policy and procedures are in place to ensure that AECC University College is compliant with its duties as a tier 4 sponsor, according to the UKVI register of sponsors, including providing accurate information to the Home Office.
- 1.2 AECC University College has a responsibility to the Home Office to ensure that students who are studying on a tier 4 visa abide by the conditions of their visa with respect to attendance and engagement.
- 1.3 The success of this policy's implementation depends on the collaboration of all relevant business units within AECC University College.
- 1.4 If a student fails to comply with this policy and it is deemed that a withdrawal or suspension is necessary, AECC University College has a duty to the Home Office to report this at the earliest opportunity. A withdrawal or suspension can be deemed necessary when a student shows evidence of breaking their conditions for permission to study in the UK.

2. Key Responsibilities

- 2.1 Responsibility for the management and implementation of this policy and procedure lies with the Academic Registrar.
- 2.2 The Admissions Manager acts as the main point of contact with regards to the implementation of this policy.
- 2.3 The Head of Undergraduate Programmes Administration and Academic Registrar are responsible for informing the Admissions Manager of any students sponsored on a tier 4 visa who have not progressed/completed as expected following examination boards.
- 2.4 The Academic Registrar and The Admissions Manager are responsible for reporting withdrawals and non-attenders to the Home Office through the SMS system.
- 2.5 Under this policy and associated procedures any University College role or officeholder or officer of the Student Union may act through her or his appointed nominee.

3. Policy

- 3.1 Students are expected to comply with the engagement requirements outlined in the policy and procedures.
- 3.2 Aside from the expected attendance, students must attend for all enrolment and re-enrolment sessions. These are compulsory contact points.

- 3.3 As part of its compliance duties, AECC University College has to confirm a minimum of 10 key contact points, where students are monitored. These contact points are listed in the procedures and students are required to engage with The University College when requested of them.
- 3.4 If a student does not attend enrolment within the stipulated time-period, this will account for one missed contact.
- 3.5 When issuing a Confirmation of Acceptance to Study (CAS) to new students, the University College will state the start date of the course. If the student does not enrol within two teaching weeks of this start date, their non-enrolment will be reported to the Home Office, and their sponsorship will be withdrawn.
- 3.6 Students studying on a tier 4 student visa must advise the University College of any changes to their UK address, e-mail address and mobile telephone number throughout the duration of their course. These details are normally confirmed at enrolments, re-enrolments but can also be requested at any time by the University College.
- 3.7 Apart from the above mentioned contact points, students' engagement will also be monitored through the analysis of assignment submissions and exam attendance. Further information about designated contact points can be found in our procedures.
- 3.8 If staff have any concerns about a tier 4 students' attendance they should contact Registry as a matter of urgency. At the start of the academic year, an updated register of students studying at the University College on a tier 4 student visa will be sent to all relevant colleagues including; Programmes Office; HR; Payroll, Library and the Clinic. Registry will then implement the appropriate course of action. **Due to the strict reporting deadlines of the Home Office it is vital that there are no delays in staff concerns being communicated to Registry.**
- 3.9 If there is evidence of continued non-engagement from students, and contact points are missed, Registry will enact the procedures below. If there is no improvement in engagement after this procedure has been enacted the student will be reported as a non-attender to the Home Office and their sponsorship withdrawn through the SMS system.
- 3.10 Tier 4 sponsored students may choose to defer or suspend their studies due to personal or medical reasons. Students must apply for this option, and provide acceptable evidence to the Programmes Office. The University College will support students who defer their studies but must report this to the Home Office.
- 3.11 On deferral or suspension of a course of study, a student visa is withdrawn by the Home Office and when the student wishes to return to study, a new visa must be applied for.
- 3.12 The University College will normally support this student in their return; however, it may be necessary to issue a new CAS. This is dependent on the length of time of deferral or suspension, and will be clarified on an individual basis with each student concerned.
- 3.13 If a student elects to finish a course early, either taking an exit award, or leaving the course, this will also be reported to the Home Office. The student's sponsorship will then be withdrawn by The University College, and the student will be required to return home, as stipulated in the Home Office regulations and guidelines.

4. Procedures

- 4.1 For the purposes of clarity the following are defined as contact points:
 - Enrolment (for new students and re-enrolling students)
 - Assignments
 - Attendance at practicals (technique laboratories)
- 4.2 If the student does not demonstrate engagement in more than one contact point, Registry will email the student to ask for an explanation. The student will also be reminded of their responsibilities in complying with the relevant legislation.
- 4.3 If, after the initial email is sent, engagement does not improve and further contact points are missed, and no reasonable mitigating circumstances are provided; the student will be required

to attend an urgent meeting at AECC University College to discuss their absence and any reasons given for prior absence will be recorded. This meeting be held with the Admissions Manager and the Programme Leader. At this stage, the student is expected to continue attending as normal in full- time mode, unless an agreed period of absence through mitigation is confirmed and recorded at the meeting.

- 4.4 If the student does not attend the meeting, and does not provide a satisfactory explanation, the student will be reported to the Home Office as a non-attender, and sponsorship withdrawn through the SMS within 10 working days of the date of the meeting.

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