

Engagement with Learning Policy for Students on a Student Route Visa

UPR SA06 Appendix II version 12.0

Policies superseded by this document

This document replaces version 11.0 of UPR SA06 Appendix II, with effect from 1 September 2023.

Summary of significant changes to the previous version

Section 3 has been updated to reflect the definition of student engagement. Section 8 has also been added to signpost students to the relevant complaints policy.

Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

Table of contents

1	Introduction	1
2	Monitoring Engagement with Learning	2
3	Engagement with Learning – Student Route students	2
4	Authorised Absence	2
5	Document check.....	3
6	Attendance procedure for Hertfordshire International College (HIC) students.....	3
7	Attendance procedure for pre-sessional students.....	3
8	Student complaints.....	4

1 Introduction

The purpose of this document is to provide a summary of the engagement with learning principles, processes and additional attendance requirements for international students studying at the University on a Student Route Visa. These additional requirements are included to ensure compliance with the University’s Student Route sponsorship duties, which may change in line with Government policy.

2 Monitoring Engagement with Learning

- 2.1 The University has responsibilities for the pastoral care for all our students and obligations to monitor their progress, informing relevant external bodies of failure to engage with their programme of study, temporarily or permanently.
- 2.2 The University monitors student engagement with their learning and, specifically for compliance with Student Visa obligations, attendance on campus.
- 2.3 Student engagement with learning at the University level is monitored in several ways:
- i days elapsed since last activity on the Virtual Learning Environment (VLE);
 - ii submission of online summative assignments;
 - iii attendance at campus-based classes through the Check-In system.

3 Engagement with Learning – Student Route students

- 3.1 Irrespective of whether a Programme has formal academic attendance requirements, students must engage in their learning and check-in at all their campus-based teaching sessions to record their attendance. For the avoidance of doubt, online only engagement of studies is insufficient. To comply with Home Office sponsorship obligations all students on a Student Visa must attend their timetabled teaching sessions unless advised otherwise by their Programme Team.
- 3.2 The University reserves the right to monitor attendance and take action to ensure students are actively engaging with their studies. The University will contact students who are not engaging with their studies; students who fail to re-engage with their studies and comply with the 'Student Attendance Regulations' (UPR SA06) will be withdrawn from their programme of study and will have their sponsorship by the University curtailed. Further details can be found in the Student Withdrawal Regulations (UPR SA14).

4 Authorised Absence

- 4.1 Those on a Student Route Visa are required to complete an **Absence Request Form** if they intend to be absent from their studies for longer than a week during their teaching time. This form can be found via AskHerts:
- <https://ask.herts.ac.uk/absence-your-tier-4-visa>
- 4.2 The absence must be approved by the University and will only be granted if the following conditions are met:
- i the reason for absence is appropriate; and
 - ii the absence does not exceed the appropriate time for that reason;

- iii the absence does not exceed the time permitted by the Home Office; and
- iv the absence will not affect the course completion date.

5 Document check

- 5.1 In addition to the engagement and check-in swipe system, those on a Student Route Visa will have their documents checked at one point in the academic year. This may take the form of a face-to-face check or a file audit.
- 5.2 During the document check process, the Student Immigration Team will check the student's contact details, visa, passport and any other necessary documents.
- 5.3 Those who fail to attend a face-to-face document check and/or fail to provide documents or contact details as requested will be withdrawn from their studies. Student Route students will also be reported to the Home Office as having their sponsorship withdrawn.

6 Attendance procedure for Hertfordshire International College (HIC) students

- 6.1 The process outlined in this document (Appendix I, UPR SA06) applies to HIC students who are studying alongside University of Hertfordshire (UH) students on the integrated provision. All HIC students sponsored by the University are required to attend a yearly face-to-face visa check or have a file audit on their records.
- 6.2 HIC students are, in addition, subject to HIC's attendance and monitoring policy.

7 Attendance procedure for pre-sessional students

- 7.1 Attendance and engagement for pre-sessional students will be monitored in the same way as other students.
- 7.2 Where the student has failed to reach 85% attendance of their classroom-based study in any given month the student will be contacted to discuss their attendance.
- 7.3 Where a student's attendance falls below 70% for three (3) consecutive months, those students on a Student Route Visa will have their sponsorship withdrawn.

8 Student complaints

Students may raise concerns about the way in which the University has administered the regulations in this document (UPR SA06) via UPR SA16¹.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2023**

Alternative format

If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.

¹ UPR SA16 'Student and Applicant Complaints'