University of Hertfordshire UH

Engagement with Learning Policy for Students on a Student Route Visa – V11.0 UPR SA06 Appendix II - Effective: 1 September 2022

Engagement with Learning Policy for Students on a Student Route Visa

UPR SA06 Appendix II version 11.0

Policies superseded by this document

N/A. This document is a new appendix to UPR SA06, with effect from 1 September 2022.

Summary of significant changes to the previous version

N/A. This document is a new appendix to UPR SA06 and it should be read in full.

Glossary

A glossary of approved University terminology can be found in **UPR GV08**.

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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 certain external bodies of failure to engage with their programme of study, temporarily or permanently.

2.2   For these pastoral and legal monitoring reasons, the University monitors student engagement with their learning and, where appropriate, attendance on campus.

2.3   In addition, Schools have the flexibility to monitor student engagement with their programmes and activities as per their individual requirements.

2.4   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) (not logged on for 2 weeks);

    ii   submission of online summative assignments;

    iii   attendance at campus-based classes through the Check-In system (not checked in for 2 weeks).

2.5   All of the measures above are elements of the Data for Learning Dashboard that is used by Schools as part of their pastoral/academic support and personal tutoring system. This subset of measures is used in combination for the purposes of monitoring engagement with learning at the University.

3   Engagement with Learning – Student Route students

3.1   If students fail to meet the requirements for engagement in learning during each semester, the following procedure will take place.

3.1.1   Where students have not:

    i   logged on to the VLE for 2 consecutive weeks during teaching time; or

    ii   submitted an online assignment; or

    iii   recorded attendance on Campus, if directed to do so, through the Check-in system for more than 2 weeks;

    they will receive an initial email from the central timetabling team to prompt them to log onto their modules and/or use the Check-in system, if appropriate. If anything is preventing them from doing so or they need support, they will be advised to make contact with their school or the Student Immigration Team if they have concerns about their Student Route Visa. Schools will be notified that the initial email has been sent.

3.1.2   After a further 2 weeks, if a student has still not engaged, a further email will be sent advising them to commence urgent engagement with their studies to avoid withdrawal from the University. Schools will be notified that the second email has been sent.

3.1.3   Following steps at 3.1.1 and 3.1.2, if a student continues to fail to engage with their studies, they will be considered by a Panel meeting. Continued non-engagement will result in the student being sent a withdrawal letter from the Student Administration Service.

3.1.4   Students will be withdrawn from their studies if they fail to respond to the withdrawal letter from the Student Administration Service (see section 3.1.3). Those on a Student Visa will be reported to the Home Office as having their sponsorship withdrawn.

3.2   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, if they have been instructed to do so. Students are expected to attend all timetabled teaching sessions (online or on campus) unless advised otherwise by their Programme and the University reserves the right to monitor attendance and take action to ensure students active engagement with their studies (see UPR SA06[1]). This is stated within the 'Student Attendance Regulations' (UPR SA06). Failure to comply with the 'Student Attendance Regulations' (UPR SA06) may result in a student being withdrawn from their programme of study and curtailment of sponsorship by the University.

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.

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[1] UPR SA06 'Student Attendance Regulations'

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 (e.g. police registration).

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.

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2022**

Alternative format
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