

## Student Attendance Policy

Yellow highlighted text identifies the most recent revisions to the regulations. If you require these revisions to be identified in an alternative format, please contact the Secretary to Academic Board.

### 1. Introduction

- 1.1 The purpose of the policy is to provide to students a clear statement of the University's expectations with regards to attendance, and to ensure all staff understand their responsibilities with respect to monitoring student attendance and engagement.
- 1.2 The statement of policy for students reflects the regulations set out in the Taught Courses Regulatory Framework and the Admissions Terms and Conditions with respect to attendance, providing a concise statement of expectations with regards to attendance for students, and for monitoring of attendance by staff.
- 1.3 The University is committed to providing high quality learning opportunities for its students supported by online learning opportunities and resources. This applies to all courses although in some cases, interaction may be primarily online. The University believes relationships are at the heart of effective learning and teaching, and therefore expects regular attendance and active engagement in classes whether online or on campus.
- 1.4 The University monitors the engagement of all Tier 4/Student Route students in line with UK Visas and Immigration (UKVI) regulations as well as the Immigration Rules that underpin immigration into the United Kingdom. As a Sponsor, the University is fully committed to meeting all of its duties under its Tier 4/Student Route licence. The core principles of monitoring and recording attendance for Tier 4/Student Route students are in line with the wider UW policies for attendance and engagement, to ensure that students succeed in their studies.
- 1.5 The policy relates to all students of the University. This includes undergraduate and postgraduate taught students; postgraduate research students and those on foundation courses. Staff teaching or supervising students are expected to monitor attendance in accordance with this policy.

### 2. Students

- 2.1 Students are expected to participate fully in their programme of study, engage actively

with learning opportunities and take responsibility for their learning.

- 2.2 Students are expected to attend and participate in all scheduled sessions and activities whether face-to-face or online.
- 2.3 Attendance at scheduled classes (including online classes) is monitored.
- 2.4 Persistent failure of a student to attend or engage may result in termination of registration. Students are liable for tuition fee debts for periods during which they were registered.
- 2.5 Courses that confer a licence to practise may require a specific attendance level in order to meet the award requirements which are described in the Programme Specification.
- 2.6 Students are able to view their own attendance records and should expect to discuss these with Personal Academic Tutors.
- 2.7 Students are expected to notify module leaders of absence in advance or as soon as possible following absence.
- 2.8 Students who are not actively studying are required to either:
  - a) Apply for an authorised short-term absence.
  - b) Suspend their studies (temporarily withdraw) and return to complete them later.
  - c) Withdraw permanently from their studies.
- 2.9 The University cannot continue to sponsor the Student visa of students who are sponsored by the University on a Tier 4/Student Route and who are not actively studying and/or whose absence is not authorised.

### **3. How the University Monitors Attendance and Engagement**

- 3.1 The University uses a range of methods of monitoring the attendance and engagement of students including:
  - a) Attendance registers.
  - b) Annual registration.
  - c) Collection of ID cards.
  - d) Retention Protocols and Progress Week reviews.
  - e) Attending regular meetings with their Personal Academic Tutor.
  - f) Submission of assessments and attending examinations.
  - g) Recording of non-submission grades.
  - h) Selection of modules for future academic years.
  - i) Engagement with Blackboard.
  - j) International students attending a Visa check each semester (currently suspended during COVID).

#### **4. Short-Term Absence Requests**

- 4.1 Occasionally a student may request a short temporary planned absence from their Course Leader, usually no more than 5 days. When this happens, it is usually for a specified good reason and the student is expected to make sure they keep up with their studies. Any impact of such absence on assessment should be managed through normal procedures for mitigating circumstances.
- 4.2 A “Short-Term Absence Request” is a temporary absence and must be agreed between the student and the student’s Course Leader. For students on a Tier 4/student visa and where the break is longer than two weeks it is advisable to refer the student to the International Experience team.
- 4.3 In reaching a decision on a Short-Term Absence Request a Course Leader should consider the grounds on which the request is made, the length of time requested and the impact of the absence on the student’s academic studies.
- 4.4 The Short-Term Absences request should be formally agreed with the Course Leader and clearly recorded on SOLE even if the request was refused.
- 4.5 If a student is experiencing on-going difficulties that affect their ability to engage with their studies, they should contact their Personal Academic Tutor or Course Leader as soon as possible. It is expected that they will normally be advised to suspend their studies (temporarily withdraw) instead.

#### **5. Monitoring of Attendance and Engagement in Academic Schools**

- 5.1 Module tutors are expected to routinely maintain a register of attendance, which would usually be online and module leaders should ensure that all members of staff teaching on the module are briefed to do this. It is the responsibility of module leaders to ensure that this is happening.
- 5.2 Module tutors must record student absence in the class and enter information about absences via the online register – either in person or with assistance from the School’s Professional Administrative Service (PAS).
- 5.3 In the case of student absence from a teaching session, the module tutor is responsible for contacting the student directly in writing, using the student’s University email address in the first instance, as a matter of priority, requesting a reply with a view to ascertaining reason for absence and offering appropriate support. During the first weeks of a semester the retention monitoring protocols [Appendix 1] using automated emails to students will apply.

- 5.4 According to the nature of the response from the student (if any), the module tutor makes a decision as to whether further action is necessary and, for international students, this may include notifying the International Experience Team.
- 5.5 Where there is no response from the student or there are further unexplained absences, the module tutor must contact the Course Leader and the student's Personal Academic Tutor as soon as possible, requesting the latter to contact the student and meet to discuss their position on the course, and to keep the Course Leader and module tutor informed on the matter.
- 5.6 The module tutor continues to record absence for the duration of the module.
- 5.7 Further escalation will depend on the judgement of the Course Leader and Personal Academic Tutor and may include intervention by the Head of Department and/or Head of School. Section 6 also addresses Tier 4/Student Route sponsored students.
- 5.8 Where a Head of School considers that a student is failing to participate satisfactorily in their programme of study, the Head of School (or nominee) will send a formal invitation to the student to discuss the matter, setting out the actions required of the student for satisfactory participation.
- 5.9 Where a student fails to adhere to the requirements for satisfactory participation, the Head of School (or nominee) may inform the Academic Registrar who will arrange for the student's registration to be terminated.
- 5.10 The Academic Registrar (or nominee) will write to the student advising that the student has been deemed to have withdrawn and the student's registration will be terminated. If the student is sponsored by the University, the UKVI will be notified of the withdrawal of Tier 4/Student Route Sponsorship.

## **6. Attendance and Engagement Monitoring of International Students by the International Experience Team**

- 6.1 Attendance and engagement of all Tier 4/Student Route students is monitored in line with UK Visas and Immigration (UKVI) regulations. The University is fully committed to meeting all of its duties under its Tier 4/Student Route licence.
- 6.2 The International Experience Team will follow one of two processes depending on the programme being undertaken by the student:
  - a) Students undertaking Undergraduate and Postgraduate programmes at Level 4 or higher.
  - b) Students undertaking foundation year/preparatory programmes.

## **Undergraduate and Postgraduate Taught Students Stage 1**

- 6.3 When the International Experience Team (IET) is alerted to a student missing more than five classes within a two-week period the IET will send the first email to the student, if appropriate, copying in the students' Personal Academic Tutor. The student will be given a specified deadline (usually three working days) to either respond or start re-engaging. This will be a standard email, which will be recorded on SOLE.
- 6.4 If the student responds with a satisfactory explanation of their absence and starts to attend class again and starts to re-engage with their studies, the IET will monitor the student's engagement and will only email again if they see a pattern of non-attendance, for example, if certain days or certain classes are repeatedly being missed. The student will be monitored for 2 further weeks and if there is no improvement, or the student misses 5 classes or more during this time the student is escalated to Stage 2.

## **Stage 2**

- 6.5 If the student does not reply or re-engage effectively, then a second email will be sent, and the student will be asked to set up a meeting with their Personal Academic Tutor within 2 weeks. This email will also ask the student to provide evidence of why they have not been engaging. This email will be sent to the student, the Personal Academic Tutor, and the Award/Course Leader.
- 6.6 If the student responds with a satisfactory explanation for their absence and/or starts to attend class again and re-engage with their studies, provided that the student and Personal Academic Tutor have met and agreed a study plan, which the Personal Academic Tutor must confirm to the IET, the IET will monitor the student's engagement and will only email again if they see a pattern of non-attendance for example, if certain days or certain classes are repeatedly being missed. The student will be monitored for 2 weeks and if there is no improvement, or the student misses 5 classes or more or if the student does not respond during this time, they will be escalated to Stage 3.

## **Stage 3**

- 6.7 The IET send a Stage 3 email to the student to warn the student of potential withdrawal. The student will be asked to meet with their Personal Academic Tutor and Award/Course Leader as soon as possible to explain why their attendance has been poor and what they can do to catch up. The email will explain that the Course Leader will be asked to confirm whether in their view the student has missed too much and whether it is still possible for them to catch up. If it is determined that too much has been missed, the Course Leader can ask for the student to be escalated to the final stage.
- 6.8 If it is decided the student can catch up and re-engage with their studies, the IET will

check that the student has met with their Award/Course Leader and Personal Academic Tutor, has a study plan in place and will monitor the student's engagement. They will only email again if they see a pattern of non-attendance recurring, for example, if certain days or certain classes are repeatedly being missed. The student will be monitored for 2 weeks and if there is no improvement, or the student misses five classes or more during this time, the student will be informed that the matter will be escalated to the final stage.

## **Final Stage**

- 6.9 If there is no response or improvement from the student then a Final Stage email is sent, copied to the Head of School, Award/Course Leader and Personal Academic Tutor. This email gives the student 1 week to respond and set up a meeting to explain why they have not engaged.
- 6.10 If the student meets with the Head of School, Award/Course Leader and Personal Academic Tutor they can, at this meeting, tell the student they have missed too much or, they can agree a strict personalised study plan to help the student catch up. Where the latter is approved, if the student misses one more class or point of engagement on the study plan, they will be withdrawn.
- 6.11 If the student fails to respond to the final email, then the IET will ask the Academic Registrar (or nominee) to withdraw the student. The student has 10 days in which to appeal against this withdrawal.

## **Students in Dissertation Phase**

- 6.12 The University defines the dissertation as a substantial piece of work following detailed investigation and research into a subject or work-related practice by a student. Such work is carried out independently with minimum supervision.

## **Stage 1**

- 6.13 When the International Experience Team (IET) is alerted to a student missing more than two expected contacts on more than two consecutive occasions the IET will send the first email to the student, if appropriate, copying in the students' dissertation supervisor. The student will be given a specified deadline (usually three working days) to either respond or start re-engaging. This will be a standard email, which will be recorded on SOLE.
- 6.14 If the student responds with a satisfactory explanation of their absence and starts to re-engage with their studies, the IET will notify the supervisor of this outcome and ask that the supervisor continue to monitor student engagement and report any concerns.

## **Stage 2**

- 6.15 If the student does not reply or re-engage effectively, then a second email will be sent, and the student will be asked to set up a meeting with their Personal Academic Tutor and supervisor within 2 weeks. This email will also ask the student to provide evidence of why they have not been engaging. This email will be sent to the student, the Personal Academic Tutor and the supervisor.
- 6.16 If the student responds with a satisfactory explanation for their absence and or starts to attend class again and re-engage with their studies, provided that the student and supervisor have met and agreed a study plan, which the supervisor must confirm to the IET, the IET will monitor the student's engagement and will only email again if the supervisor reports further concerns. The student will be monitored for 2 weeks and if there is no improvement, they will be escalated to Stage 3.

## **Stage 3**

- 6.17 The IET send a Stage 3 email, and this will warn the student of potential withdrawal. The student will be asked to meet with their Personal Academic Tutor or Course Leader and supervisor as soon as possible to explain why their attendance has been poor and what they can do to catch up. The email will explain that the supervisor will be asked to confirm whether in their view the student has missed too much and whether it is still possible for them to catch up. If it is determined that too much has been missed, the supervisor can ask for the student to be escalated to the final stage.
- 6.18 If it is decided the student can catch up and re-engage with their studies, the IET will check that the student has met with their Personal Academic Tutor or Course Leader and supervisor, has a study plan in place and will monitor the student's engagement. The IET will monitor the student's engagement and will only email again if the supervisor reports further concerns. The student will be monitored for 2 weeks and if there is no improvement the student will be informed that the matter will be escalated to the final stage.

## **Final Stage**

- 6.19 If there is no response or improvement from the student then a Final Stage email is sent, copied to the Head of School, Award/Course Leader and Personal Academic Tutor. This email gives the student 1 week to respond and set up a meeting to explain why they have not engaged.
- 6.20 If the student meets with the Head of School, Award/Course Leader and supervisor they can, at this meeting, tell the student they have missed too much or, they can agree a strict personalised study plan to help the student catch up. Where the latter is approved, if the student misses one more class or point of engagement on the study plan, they will be withdrawn.

- 6.21 If the student fails to respond to the final email, then the IET will ask the Academic Registrar (or nominee) to withdraw the student. The student has 10 days in which to appeal against this withdrawal.

## Post Graduate Research Students

- 6.22 Unlike a taught undergraduate or Masters level qualification, **Doctorate** requires independent study and will involve, for example, periods of data collection, analysis and writing where the student will be required to, or choose to, work away from the University. We acknowledge that every **Doctorate** is different, and every student has a different way of working. Our attendance requirements are therefore more flexible than for an undergraduate or PGT student whilst still meeting the requirements of the UKVI. However, absence or failure to make expected contact on more than 2 consecutive occasions is considered a cause for concern. If a research student is considered a cause for concern, the Research School will alert the International Experience Team (IET) who will contact the student, copying in the students' supervisor. **Every student must engage with their supervisory team at the beginning of their programme and at end of each subsequent academic year and put in place an attendance plan for the following year. Students should have at least two in-person contacts per year.**
- 6.23 For the duration of the research degree (with the exception of agreed periods for data collection elsewhere etc.), we expect all international students to be living within a commutable distance from Worcester. The University defines 'commutable distance' as a distance from the University that enables the student to attend the University during core working hours on a daily basis if they are required to do so. (Please see **Appendix 2** for Tier 4/Student Route PGR attendance policy)

## Students Undertaking Foundation Year/Preparatory Programmes

- 6.24 Each student is required to attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Where the student has not reached 85% attendance of their classroom-based study in any given month, the University must review the reason for the student's absence. The student's record must then be annotated with the reason for the non-attendance. Where a student's attendance falls below 70% for three consecutive months, the University must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g., illness).
- 6.25 In order to ensure compliance, Course Leaders must ensure that foundation level students have every class attendance recorded on SOLE to allow an accurate percentage to be calculated.
- 6.26 The International Experience Team track UW foundation students separately and monitor their attendance every two weeks. If a student is identified with attendance below 85% during one month, the follow process will be followed:

## **Stage 1**

- 6.27 When the International Experience Team (IET) is alerted to a student who drops below 85% attendance measured over a two-week period the International Experience Team (IET) will send their first IE email, if appropriate, copying in the students' Personal Academic Tutor. The student will be given a specified deadline to either respond or start re-engaging. This will be a standard email, which will be recorded on SOLE.
- 6.28 If the student responds with a satisfactory explanation of their absence and starts to attend class again and starts to re-engage with their studies, the IET will monitor the student's engagement and will only email again if they see a pattern of attendance below 85% over two weeks. The student will be monitored for 2 further weeks and if there is no improvement, the student is escalated to Stage 2.

## **Stage 2**

- 6.29 If the student does not reply or re-engage effectively, then a second email will be sent, and the student will be asked to set up a meeting with their Personal Academic Tutor within 2 weeks. This email will also ask the student to provide evidence of why they have not been engaging. This email will be sent to the student, the Personal Academic Tutor, and the Award/Course Leader.
- 6.30 If the student responds with a satisfactory explanation for their absence and/or starts to attend class again and re-engage with their studies, provided that the student and Personal Academic Tutor have met and agreed a study plan, which the Personal Academic Tutor must confirm to the IET, the IET will monitor the student's engagement and will only email again if they see a pattern of non- attendance for example, if certain days or certain classes are repeatedly being missed. The student will be monitored for 2 weeks and if there is no improvement, or if the student does not respond, they will be escalated to Stage 3.

## **Stage 3**

- 6.31 The IET send a Stage 3 email, and this will warn the student of potential withdrawal. The student will be asked to meet with their Personal Academic Tutor and Award/Course Leader to explain why their attendance has been poor and what they can do to catch up. The email will explain that the Course Leader will be asked to confirm whether in their view the student has missed too much and whether it is still possible for them to catch up. If it is determined that too much has been missed, the Course Leader can ask for the student to be escalated to the final stage.
- 6.32 If it is decided the student can catch up and re-engage with their studies, the IET will check that the student has met with their Award/Course Leader and Personal

Academic Tutor, has a study plan in place and will monitor the student's engagement. They will only email again if they see a pattern of non-attendance recurring, for example, if certain days or certain classes are repeatedly being missed or their attendance consistently falls below 85%. The student will be monitored for 2 weeks and if there is no improvement, the student will be informed that the matter will be escalated to the final stage.

## **Final Stage**

- 6.33 If there is no response or improvement from the student then a Final Stage email is sent, copied to the Head of School, Award/Course Leader and Personal Academic Tutor. This email gives the student 1 week to respond and set up a meeting to explain why they have not engaged.
- 6.34 If the student meets with the Head of School, Award/Course Leader and Personal Academic Tutor they can, at this meeting, tell the student they have missed too much or, they can agree a strict personalised study plan to help the student catch up. Where the latter is approved, if the student misses one more class or point of engagement on the study plan, they will be withdrawn.
- 6.35 If the student fails to respond to the final email, then the IET will ask the Academic Registrar (or nominated person) to withdraw the student. The student has 10 days in which to appeal against this withdrawal.

## **7. Students on Work Placements**

- 7.1 Many students will undertake a work placement module whilst undertaking studies at the University.
- 7.2 Students who hold a Tier 4/student visa may be able study a 'work placement' module during which time a student can work full-time. The 'work placement' must be considered as an 'integral and assessed' part of the course and therefore a student must be registered on a module that awards credit and that the work placement forms part of the assessment. The total duration of the work placement must normally be no more than 50% of the duration of the degree course.
- 7.3 Students completing a work placement module are expected to attend and actively engage with their work placement.
- 7.4 Students will be monitored and contacted regularly during the placement and each of these contacts will be recorded on a register by the School.
- 7.5 In the event that a student who holds a Tier 4/student visa whilst on a placement misses a planned and expected contact point, the International Experience Team must be informed at the earliest opportunity. The International Experience Team will

contact the student for an explanation for the missed contact point. If the explanation is not satisfactory or if there is no response from the student, Tier 4/Student Route Sponsorship will be withdrawn.

## 8. Final Review

- 8.1 Students who receive a notice of withdrawal from the University, in accordance with this policy, may request a final review of this decision as described in the [Taught Courses Regulatory Framework](#). Students should note that any request for a final review must be submitted to the Academic Registrar within 10 working days of the date of the letter/email to the student confirming the withdrawal decision.

Version reference: KP/SAP/2.1

Date document was approved and comes into effect: 1 August 2023

Author of the document: Kevin Pickess

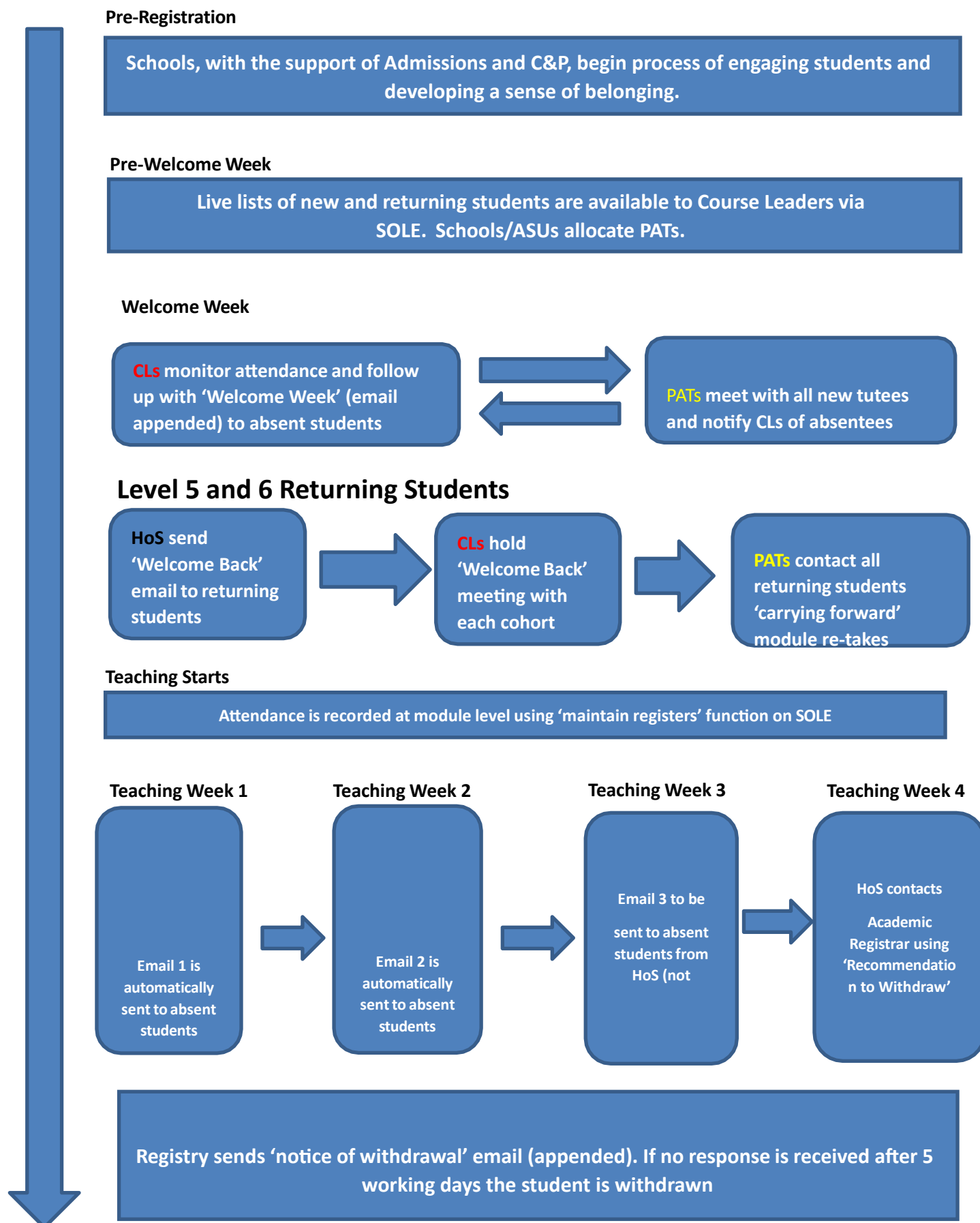
Date document is due for review: 1 August 2026

Date document checked for Accessibility: 1 August 2023

### Revision History

| Committee              | Date        | Change                               |
|------------------------|-------------|--------------------------------------|
| Academic Board (v2. 1) | 5 July 2023 | Minor amendments approved. [AB22/62] |
| Academic Board (v2.0)  | 7 July 2021 | Major revisions [AB20-50]            |
| Academic Board (v1.0)  | 4 July 2018 | New policy approved                  |

**Appendix 1: University retention monitoring protocols**



## **Appendix 2: Attendance Monitoring Procedure – International Tier 4/Student Route Research Students**

### **1. Attendance requirements**

#### **Supervisory Meetings**

- 1.1 International research degree students in receipt of a Tier 4/**student** visa are required to attend a meeting with their internal supervisory team at least once a month. Although this meeting can be via Teams, the student must meet their team **in person** at least once a semester. If a supervisory team have concerns about a student's progress then they can require additional meetings, in person, with the student. **Following every meeting, the student must write up the notes of the meeting and these must be shared and agreed by the supervisory team who will then save them on SOLE. If a supervisory team have concerns about a student's progress, then they can require additional meetings, in person, with the student.**

#### **Lab Work**

- 1.2 **Some international research degree students will be required to undertake work in the laboratory. A pattern of work must be planned and agreed between the student and their supervisory team.**

#### **Data collection outside the University**

- 1.3 If the student is required to carry out research in another part of the UK or overseas while still studying on their Tier 4/**student** visa, the Supervisory Team will need to keep a record of when the student is away, when they are expected to be back and all contacts they make (supervisory meetings, email contact, etc.) as set out in section 3. Monthly contact must be maintained by phone, email, or Teams.
- 1.4 If a student is intending to be overseas for more than 3 months for their data collection, it may sometimes be that Tier 4/ **student visa** is no longer appropriate. In these cases, the student status may be changed to 'Distance Learning'. The Research Degrees **Programmes Officer** would report this to the Head of Admissions who will report this to UKVI and withdraw sponsorship of the Student visa accordingly. A short-term student visa for short duration visits to the University would then be the most appropriate immigration route. In each case, the student is advised to first discuss this matter with the International Student Advisor who will advise the most appropriate course of action.

#### **Reassessment following viva voce**

- 1.5 When the decision of the examiners is that the student re-submit the thesis after 12 months following the completion of **reassessment**, the University will consider sponsoring the student for this period. If the university does not agree to sponsor the student during this period, they must complete the amendments outside of the UK unless the student is able to obtain alternative UKVI permission to remain in the UK. This decision will be made on a case-by-case basis.
- 1.6 During **reassessment (one off reassessment fee)**, the student can expect 1-2 initial supervisory team meetings to evaluate the work to be done followed by a monthly/bimonthly (once every 2 months) meeting (whether in person or over the phone, **Microsoft Teams** etc.) to monitor and steer progress. As the submission date approaches, the student can expect their team to read and feedback on the amended thesis. It is vital that the whole supervisory team are given time to read and feedback on the entire thesis (as one document) before it is re-submitted to the examiners.
- 1.7 We recommend that, sponsorship permitting, all international students remain in the UK when they are completing reassessment. During this period, all international

research degree students in receipt of a Tier 4/**student** visa are required to attend meetings with their internal supervisory team (see above), preferably in person.

- 1.8 If a student is required to leave the UK to complete **reassessment**, then they are still required to attend meetings with their internal supervisory team (as set out above) via **Microsoft Teams**. In both cases, if a supervisory team have concerns about a student's progress then they can require additional meetings, in person, with the student.

## **2. Record of contact**

- 2.1 The Director of Studies (DoS) for an international student in receipt of a Tier 4/**student** visa is required to maintain both a record of supervisory meetings and a record of the student's wider engagement with their programme, including: receipt of drafts of work, time spent in the lab, engagement with the Researcher Development Programme and achievement of key progression points.
- 2.2 These records **should be completed and updated every two months and can be uploaded on SOLE alongside the supervisory meeting notes or kept by the Director of Studies.** Where a record is not updated on this timescale, the Research Degrees Programmes Officer will send out reminders to the DoS.

## **3. Identifying and Addressing Attendance Concerns**

- 3.1 UKVI requires all students to be engaged in their studies and the University is responsible for monitoring this.
- 3.2 Where a student has not made any contact with the supervisory team for 1 month and/or has missed the monthly supervisory meeting, the Director of Studies should contact the Research School. The Research School Manager will write to the student, copying in the DoS and the Assistant Registrar (Recruitment and Admissions), requesting they make respond as soon as possible and no later than 20 working days from the date of the letter, setting out the expectations on contact and attendance. The Research School Manager will also contact the International Experience Team at this point.
- 3.3 If the student does not respond, then the Chair of Research Degrees Board will write to them, copying in the DoS and Assistant Registrar, stating that if they do not respond within 10 working days from the date of the letter and if they are not able to give a satisfactory explanation for their non- engagement, they will be withdrawn from their programme of study by Research Degrees Board.
- 3.4 If after 10 working days there has been no response from the student or a response has been provided but the explanation for non-engagement is deemed unsatisfactory, Research Degrees Board will withdraw the student from their programme of study.
- 3.5 The University are obligated to report this to the Home Office within 10 days who in turn will take steps to shorten the validity of the student's visa. It should be expected that this action takes place with immediate effect and the student should therefore make arrangements to leave the UK within 60 days of their withdrawal date.

## **4. Authorised Absence**

- 4.1 Should a student wish to seek a period of authorised absence they should in the first instance approach their DoS who will, if in agreement, provide a short statement to support the absence. This absence must be agreed by the International Student Advisor. The International Student Advisor will send out the authorised absence letter. This letter is essential for a student to travel to and from the UK without any immigration implications.

- 4.2 If a student is requesting an authorised absence for up to four consecutive weeks, they must seek immigration advice from the International Student Advisor. For absence of four to thirteen consecutive weeks, the School must again liaise with the International Student Advisor to determine if the absence can be authorised. We will need to consider the reason for the absence, the progress the student has made to date and the potential impact of the absence on the student's studies.
- 4.3 Where a student is requesting an authorised absence for more than thirteen weeks, it should be dealt with as an intermission. The student will normally be required to leave the UK for the duration of the intermission and their tier 4/student visa will be curtailed; they will need to apply for fresh entry clearance using a new CAS when they are ready to return. The International Student Advisor will be able to advise the student on the immigration implications. Occasionally, there will be good reason why a student cannot return home. In this case, the student needs to speak to the International Student Advisor or contact the ISA at the point they are requesting the Authorised Absence to discuss visa implications.
- 4.4 Absence due to illness or injury should be evidenced by a formal medical certificate where the absence lasted for more than five working days. If a student is suddenly admitted to hospital unexpectedly then either the student should endeavour to contact the University as soon as possible.
- 4.5 The Research Degrees Programmes Officer will add a note to the SPR record on SITS to explain the duration and contact arrangements for any authorised absence. Any supporting evidence will be retained by the Research School and will be referenced in the note on SPR with a named contact. Multiple requests during an academic year will be considered on a merit basis.

## 5. Registration & Re-Registration

- 5.1 Every student at the University of Worcester is required to register at the start of their programme and then re-register annually in October.
- 5.2 All international students are required to provide evidence of their identity and immigration status at registration and re-registration. To do this they must take their visa and passport to Firstpoint by the required date. Failure to do so will be reported to the Research School. The expiry of both documents is monitored, and copies of any new documents must be provided.