

The Courtauld

The Courtauld Institute of Art

Regulations – Attendance and Engagement Management

1.1 Institutional Aims

The Courtauld places a strong emphasis on enhancing the student experience by providing a supportive and inclusive learning environment. To maximise the student experience and ultimately success on the programme, student attendance and engagement with the programme is considered as key. Lack of engagement with the programme may also allow us to identify students who require additional support and help, or may be at risk of academic failure or interruption of their studies.

1.2 Scope of Attendance and Engagement Management

Attendance and Engagement Management applies to all students studying at The Courtauld (undergraduate, postgraduate and research) who have events scheduled through our timetabling system irrespective of whether they are Home, EU or other international students. The data from the attendance monitoring system (*SEAtS Software*) also forms part of the wider policy for International students who hold a Tier 4 (General) student visa as outlined in the UK Visas and Immigration (UKVI) Policy.

1.1 Our Attendance Expectations

Students on all programmes are expected to attend **all** timetabled events associated with their programme. This includes all lectures, seminars, discussion groups, individual tutorials, Personal Tutor meetings, learning support sessions and study visits to external organisations. **The Courtauld's Regulations stipulate that the minimum attendance requirement is 80% of teaching and learning events held during term time.**

Students whose attendance falls below the minimum requirement of 80% will be informed that their attendance is below the threshold via email. In addition, you may be required to attend meetings with your Personal Tutor or the Wellbeing Manager to discuss your attendance. This offers you the opportunity to discuss any difficulties that might be affecting your attendance and studies and ways in which The Courtauld might help you to attend more regularly. If your attendance continues to be poor your visa or student loan could be revoked and ultimately you could be withdrawn from the programme.

Outside of term time there is no requirement for students to be present on campus or to apply for authorised absence.

2.1 Recording your Attendance

During academic year 2021-22 a new system for recording student attendance will be introduced.

When the SEAtS system goes live all students will be informed and training will be provided on its use. You will be required to download the app for The Courtauld attendance monitoring system (SEAtS Software) to your mobile phone (iPhone/Android) or iPad/tablet. The app provides you with the ability to record attendance and absences. SEAtS Mobile'.

Once the system is live it is your responsibility to ensure that you have downloaded the SEAtS app and that you record your attendance/absences via this system.

The Courtauld

2.2 Authorised Absence

The Courtauld recognises that from time to time you may not be able to attend lectures or other teaching events due to ill-health or other valid reasons. You should inform your Personal Tutor (or the Wellbeing Manager) of any health problems, changes in circumstances or other difficulties that may affect your attendance. You must log any absence (with the reasons) ensuring that you request approval from your lecturer for any absence. If you do not request approval, you will be marked as not attending and you may be at risk of falling below the minimum attendance threshold of 80%.

2.3 Unauthorised Absence

If you fail to attend any teaching and learning event and do not seek authorisation for absence, you will be marked as not attending and you may be at risk of falling below our minimum attendance threshold of 80%. You will receive an email regarding your non-attendance if this slips below 80%.

3.1 Tier 4 Student Attendance and Engagement Policy

All universities are required by UKVI to monitor 10 (ten) contact points evenly distributed throughout the academic year to ensure that all students on a Tier 4 visa are both attending and engaged with their programme of study. The ten contact points are a mixture of face to face and remote contact points.

The Courtauld is required to report to the Home Office within 10 working days any Tier 4 student whose lack of attendance or engagement or lack of progress has resulted in their exclusion, thereby cancelling The Courtauld's education sponsorship for the student to be in the UK.

Students with a Tier 4 visa must ensure that The Courtauld holds their most up to date contact details on their student record.

Contact points for students on Taught Programmes for the purposes of Tier 4 monitoring are:

- Enrolment at the start of the academic year
- Submission of coursework and attendance at examinations
- Attendance at meetings with your Personal Tutor
- Use of the Virtual Learning Environment (Moodle) and Courtauld Library activity
- Attendance at teaching and learning events, such as lectures and seminars.

Contact points for students on the Research Programme for the purposes of Tier 4 monitoring are:

- Enrolment at the start of term
- Meetings with your Supervisor (a minimum of one per term)
- Year 1 Research students – Study Skills programme
- Attendance at Symposiums for Years 2 and 3 Research students
- Evaluations Returns
- Annual Monitoring Returns
- Use of the Virtual Learning Environment (Moodle) and Courtauld Library activity.

The Courtauld

3.2 Tier 4 Student Attendance and Engagement Management – Authorised Absence

It is important that all Tier 4 visa students ensure that they request approval for any absence from The Courtauld via their Supervisor (or via the *SEAtS* app when available).

It should be noted that **you must not the leave the UK without seeking prior permission**. The Home Office records the movements of students entering and leaving the UK and can detain students who are travelling during term time without prior permission. This is particularly important in respect of students undertaking overseas Study Trips.

If you are a student intending to go on an overseas Study Trip you can request permission by contacting Student and Academic Services (SAS@courtauld.ac.uk) giving the dates of the Study Trip and the where the Study Trip will visit. This will provide you with the necessary documentary evidence if required.

3.3 Tier 4 Student Attendance and Engagement Management – outside of Term Time

Tier 4 students are not required to attend The Courtauld outside of term time or when it is closed (Christmas, Easter and summer vacation). However, if a Tier 4 student undertakes any academic work during these periods, such as preparing or writing up your dissertation, final project or thesis, you must request written permission to take time away from The Courtauld. Again this should be done via Student and Academic Services (SAS@courtauld.ac.uk) giving full details of dates and where you will be. [Please note that when the attendance monitoring system is live you will be able to request approval via the *SEAtS* app].

3.4 Tier 4 Student Attendance and Engagement Management

If you are studying with us on a Tier 4 visa, please ensure that you meet the statutory requirements by:

- Enrolling for your programme of study before the latest agreed start date
- Withdraw, or are withdrawn, from your programme of study, take time out from your programme, or exceed the number of permitted unauthorised absences
- Change or transfer to a programme of shorter length
- Break the conditions of your permission to stay in the UK.

Further information on UK visa regulations can be found at: <https://www.gov.uk/browse/visas-immigration>

Please contact Student and Academic Services at SAS@courtauld.ac.uk if you have any queries on Attendance and Engagement Management.