

COURTAULD

The Courtauld Institute of Art

Attendance and Engagement Monitoring Policy

This Attendance and Engagement monitoring policy has been developed as part of the Courtauld's commitment to providing a supportive and inclusive learning environment that enables all students to pursue and complete their programmes of study successfully.

The policy also outlines the procedure for monitoring the attendance of students who have been given permission to study in the UK on a Student visa.

This policy also aims to assist in the identification of students who may be at risk of academic failure or interruption and withdrawing from their programme of study because of low attendance and/or lack of engagement with their Programme of Study.

The attendance and engagement policy applies to all students irrespective of whether they are Home/EU or Overseas.

The attendance and engagement policy applies to undergraduate, taught postgraduate and research students.

Types of Absence

For the purposes of this policy there are two types of absence:

1. Authorised Absence

The student has sought and been given authorisation from their personal tutor/MA Programme Leader/ Supervisor for a period of absence. It is expected that this would normally be in advance of any learning activity. Students are required to report their non-attendance to Student and Academic Services at seats@courtauld.ac.uk. The types of authorised absence can include: pre-booked medical appointments, religious holidays, short term illness etc.

Authorised absences will not trigger an absence warning. These will be recorded as "Authorised Absence".

2. Unauthorised Absence

The student is not present at the required learning activity and has not given prior notification. The student will be recorded as absent.

Attendance Monitoring

Attendance at lectures and seminars will be recorded.

Attendance will be monitored at the following learning activities:

- seminars
- personal tutor meetings
- lectures
- supervisory meetings and supervisor records

The attendance of students on placements will be monitored by the placement provider and any issues will be reported to Student and Academic Services.

The attendance of students at seminars will be recorded by the member of teaching staff taking the learning activity via the online register.

For the attendance of students at lectures, students are required to record their presence within the attendance monitoring app.

There is a staged approach to attendance monitoring when a student's attendance falls below 80% at learning activities.

Stage 1 – Initial email to student. When a student's attendance falls below 80% at learning activities, an email reminder is sent automatically, highlighting the importance of attendance.

Stage 2 – If a student's attendance continues to be below 80% they will be invited to an informal, light-touch meeting with their personal tutor. This meeting is intended to understand the reasons for the student's absence and offer support. Where needed, the student will be referred to the Wellbeing Team for support or to discuss reasonable adjustments.

Stage 3 – If attendance remains a concern, the student will be required to attend a meeting with the Senior Tutor/ Year Lead, or Programme Lead (PL) to discuss their engagement and agree an action plan. The action plan will cover remaining attendance requirements, upcoming assessments, a review date, and an explanation of what could happen, including the possibility of withdrawal, if attendance does not improve.

Stage 4 – If the agreed action plan is not met and/or the student continues to fail to attend learning activities, the case will be escalated for formal review. This may

result in the student being moved into the Support to Study Process and may also result in withdrawal.

Students are reminded if they are in need of any support they can speak with their Personal Tutor and the Wellbeing Team at any time.

If a student fails to respond to the third notification and/or continues to fail to attend learning activities, the student will be moved into the Support to Study Process but may also be withdrawn or excluded.

Student Visa Holders

For international students who have a visa, the institute is required by UK Visa and Immigration (UKVI) to monitor attendance to monitor as part of its sponsorship duties, and to identify and report where a student has stopped studying.

Ten contact points are used to ensure that students who have been admitted on a Student 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, and these are monitored via E-Vision.

At the Courtauld the ten contact points are monitored for all students regardless of whether they are on a Student visa or not.

The monitoring and inputting of data for the ten contact points should be undertaken by the following staff:

- Student and Academic Services Staff
- Seminar tutors
- Supervisors for Research students

The data on the attendance monitoring system will be monitored by the Student and Academic Services who will contact the Personal Tutor if a student fails to respond to attendance monitoring protocols. The Personal Tutor/Supervisor should then contact the student to invite them to a meeting to discuss the missed contact points.

If the student does not respond to the Personal Tutor's request, or their attendance fails to improve, they will be sent a final warning and may be reported to the UKVI depending on the severity of the situation.

Responsibilities of Student Visa Holders

As a Highly Trusted Sponsor, the Courtauld Institute is responsible for making sure that all Student visa holders are engaging with their Programme of Study.

In order to maintain your Student visa you must engage satisfactorily with your Programme of Study. The Courtauld Institute will ensure that 'engagement' with your programme of study takes place by monitoring:

- Enrolment – You must enrol at your sponsor institution by the relevant deadline.
- Coursework – Submitting required work and where exams are in person, attendance of is mandatory.
- Active study – You must regularly attend lessons, lectures, meetings and tutorials and/or meetings with tutors/supervisors.
- Reporting absences – You must inform your tutor or the Student Academic Services team if you are unwell or unable to attend lessons.
- Interruption of studies – the Courtauld will contact the Home Office if an interruption of study is more than 60 days, which will lead to visa curtailment.

It is very important that Student visa holders fully understand the importance of their 'engagement' obligations under the Points-Based Immigration System. Therefore, it is important to ensure these key steps are followed:

- Find out the location of the Student and Academic Services;
- Note the email address and telephone number of the Student and Academic Services;
- Check your Courtauld Institute and personal email accounts regularly;
- Keep contact details up to date, by contacting Student and Academic Services;
- Request an 'authorised absence' letter from the Student and Academic Services office if absence is required from the Institute during term-time.

If you are unable to attend Institute for any reason during term time you must contact Student and Academic Services and request an authorised absence letter. Student and Academic Services will either grant or reject the request depending on the circumstances. You should not leave the country without seeking permission. The Home Office records the movements of students entering and leaving the UK and can detain students who are traveling during term time without permission.

We have a duty to the Home Office and will report you should you breach your visa conditions.

Student visa holders are not required to attend the Institute outside of term-time or when it is closed, e.g. Christmas, Easter and summer vacations. However, if a Student visa holder undertakes any academic work during these periods, e.g. preparing/writing

up your dissertation/final project/thesis, they must request written permission from the Student and Academic Services office to take time away from the Institute.

The Student Services office is always happy to help you with advice relating to your visa status. Please ask for the Fees, Funding and Compliance Manager or email feepayments@courtauld.ac.uk for all queries related to student visas. Please be advised that Courtauld staff cannot provide immigration advice as they are not trained to. Any advice provided refers to the Gov.uk or UKCISA websites.

The UKVI has information relating to the UK immigration system and Student visa holders: [UKVI website](#).

If you would like further information about the requirements for Students visa holders, please ask a member of Student and Academic Services staff, or email international@courtauld.ac.uk related to both Undergraduate and Postgraduate application queries. For further information on Attendance and Engagement monitoring, please email: Programme Administration: programme.administration@courtauld.ac.uk