

## International Student Engagement and Attendance Procedure

This procedure outlines the mandatory engagement and attendance requirements for students sponsored by New College Durham holding a student visa.

### Higher Education Students (Level 6 and above)

New College Durham (College) must ensure that sponsored students are academically engaging with their studies. A student is academically engaging if they are actively and consistently following their programme of study.

Where a student fails to re-engage with their studies within 60 days of the first contact from their sponsor regarding their lack of academic engagement, the sponsor must withdraw sponsorship except in exceptional circumstances, outlined in the Student Sponsor Guidance document issued by UK Visa and Immigration.

The following table outlines the actions taken where there has not been academic engagement for consecutive weeks.

2 Weeks	Student is sent an email by their Curriculum Manager notifying them of missed classes. International office are informed and if the student does not re-engage then a meeting will be arranged between the student, Curriculum Manager and the International Office.
3 weeks	Mandatory meeting arranged between the student, Curriculum Manager and International Office. The purpose of this meeting is to discuss the student's non-engagement, any mitigating circumstances and remind the student of their visa conditions. The student is offered a range of academic and student support options appropriate to the student and their circumstances.
4 weeks	If the student does not re-engage the Curriculum Manager will inform Academic Registry and a further email will be sent from Academic Registry notifying them again of their missed classes and non – engagement. Support is again offered and a reminder of their visa responsibilities.
5 weeks	If there is no engagement, a final warning will be issued in writing and by email (read receipt) by the Head of School, and a second and final meeting will be offered to the student, within 10 College Days of the date of the letter.

6 weeks	If there is no response from the student, the International Office withdraws student visa sponsorship and the programme team withdraws the student from the College (e-bis, identifying that the student is a sponsored student and attaching any correspondence confirming the withdrawal of sponsorship). If there is a response, the final meeting with the student and the Curriculum Manager, Academic Registry and the International Office will determine the outcome, complying with UKVI and College regulations.
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### Higher Education Students (Level 4 & 5)

Students studying at level 4 & 5 must be required to attend a minimum of 15 hours daytime, classroom- based study per week. Where the student has not reached 85% attendance of their classroom-based study in a given month, the College must review the reason for the student's absence. The student's record must then be annotated with the reason for the non – attendance and the steps being taken to improve the student's attendance.

Where a student's attendance falls below 70% for three consecutive months (programme team to check), the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for non – attendance, such as illness.

The following table outlines the actions taken where there is a concern with a student's attendance:

Less than 85% attendance in any given month Review 1	Student is sent an email by their Curriculum Manager notifying them of attendance concerns. The student is asked to meet with their Curriculum Manager and a member of the international team. The purpose of this meeting is to discuss any issues surrounding attendance and any mitigating circumstances the College may need to be aware of and to remind students of their visa obligations. The student is offered a range of academic and student support options appropriate to the student and their circumstances.
Review 2 – further 30 days	If the student's attendance is showing no improvement, then a further meeting is organised that will investigate whether appropriate support has been put in place and if the student has been engaging with this support.

Review 3 - further 30 days	If unsatisfactory attendance continues, a final warning will be issued in writing and by email (read receipt) by the Head of School. If there is no response within 10 College days, the Curriculum Manager will meet with Academic Registry and the International Office to discuss the status of the student. If the breach is confirmed, the International Office will withdraw student visa sponsorship and the programme team will withdraw the student from the College (e-bis, identifying that the student is a sponsored student and attaching any correspondence confirming the withdrawal of sponsorship).
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### Further Education Students (Level 3)

Students studying at level 3 must be required to attend a minimum of 15 hours daytime, classroom- based study per week.

The UKVI is expected to report a level 3 student who misses ten consecutive expected contact points.

A contact point includes any of the following:

- attending formal academic or pastoral care activities including: - a lesson, lecture, tutorial or seminar
- a test, examination or assessment board
- a meeting with a supervisor or personal tutor
- a research-method or research panel meeting
- writing-up seminars or doctoral workshops
- an oral examination(viva)
- an appointment with a welfare adviser or international student adviser
- submitting assessed or unassessed coursework

Student misses 5 consecutive attendance points without authorisation	A meeting is arranged between the student, their Curriculum Manager and a member of the International Office to discuss poor attendance. The purpose of this meeting is to discuss any issues surrounding attendance and any mitigating circumstances the college may need to be aware of and to remind students of their visa obligations. The student is offered a range of academic and student support options appropriate to the student and their circumstances.
Student misses ten consecutive attendance points without authorisation	A final warning will be issued in writing and by email (read receipt) by the Head of School, if there is no response within 10 College days,

	the International Office withdraws student visa sponsorship. The student is withdrawn from their programme by the programme team (e-bis, identifying that the student is a sponsored student and attaching any correspondence confirming the withdrawal of sponsorship).
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Outside of term time there is no requirement for students to attend College, however students must keep the College updated with their contact details. Term dates are published on the College's website.