

Version 1.5



## **Student Attendance Policy**

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### **Purpose**

BITE is committed to promote and enhance student engagement and participation across all the programmes taught at its campuses.

The Student Attendance Policy provides clear guidance both to students, enrolled for various courses at the campuses of BITE, and to the academic and administrative staff who implement these policies. The attendance policy ensures that BITE's commitment to make sure that students' engagement and participation is achieved to a satisfactory level which allows them to cover the learning outcomes of the modules taken in their course of study.

### **Academic activities requiring student participation**

Students' participation includes, inter alia, attendance at the following contact sessions:

Attendance at any lesson, lecture, tutorial or seminar (as relevant to the level of study); test, examination, submission of assessed or un-assessed coursework; attendance at any meeting with a supervisor or personal tutor;

attendance at a viva, research method sessions; attendance at any assessment board and programme committee meetings.

If a student whose attendance falls short or fails to attend ten consecutive contact sessions at any time in the programme during an academic year and is not able to obtain authorisation for this absence from the course programme leader, the Institute has the right to withdraw the student. If the student is on a Tier 4 student visa, the student's absence and withdrawal will be immediately reported to the UKBA and the student may be required to leave the country.

### **Attendance Monitoring**

Attendance is monitored by a daily register, or in the case of international students, by the biometric system. Once an international student has arrived and enrolled on the course their continued participation is monitored by recording attendance on the biometric system for each contact session in line with UKVI monitoring requirements. The attendance for every contact session taken on the Biometric device is logged on the computer system to keep records electronically available.

### **Students failing to enrol**

If a student, on a Tier 4 visa, fails to enrol no later than 10 working days after the latest joining date, the Institute is required to inform the UKVI about the student's failure to enrol. The student will be withdrawn from the course and may be asked to leave the country by the UKVI. If the student has not entered the country and has not applied for the deferral, the student's place on the course will be forfeited.

### **Students discontinue studies**

If a student, on a Tier 4 visa, discontinues his/her studies (including a deferral of study) the student will be reported to the UKVI within 10 working days of the event in question. UKVI will also be informed about the name and address of any new institution that the student has joined, if the Institute knows it.

### **Taught programmes monitored by daily register**

Attendance is monitored on a daily basis by administrators of the respective programmes to ensure that non-attendance is recognised at the earliest opportunity and is reported to the unit and programme tutors. The system flags up the student whose attendance falls short or misses consecutive sessions as outlined below.

Any student who misses 3 consecutive contact sessions will be contacted to ascertain the reason for the absence and will be made aware of the consequences. If a student misses 5 consecutive contact sessions a written warning is sent to them about their unauthorised absence. If the student fails to report to the Institute and misses 10 consecutive contact sessions, the student may be withdrawn from the course and will be informed accordingly. If the student is on a Tier 4 visa the student will be reported to UKVI within 10 days of their last contact session. All attempts to contact students will be documented and kept on file in order to provide evidence to the UKVI when requested.

The Institute expects a student to attend on all occasions required, however, the Institute recognises that this may not always be possible, therefore, a minimum attendance of 90% is considered satisfactory. There is mandatory limit of 80%

and this is the minimum allowed. If at any time during the academic year, a student is identified as falling short of attendance a meeting with the student, programme and subject tutors will be arranged advising the student on managing his/her time effectively so as to ensure their engagement and participation is to a satisfactory level. If the student fails to improve his attendance to the level which would not be compensated by remaining of the contact sessions left in the semester to fulfil the 80% of Institutes requirement, the student may be withdrawn from the course.

The Institute understands that when students come to class late, it can disrupt the flow of a lecture or discussion, distract other students and impede learning. Moreover, if left unchecked, lateness can become chronic and spread throughout the class. To check any lateness the Institute follows a policy that if a student is absent from the beginning of the lecture by more than 15 minutes, he/she will be marked absent for that session. The student may be allowed to sit in the lecture with the permission of the lecturer if in the judgement of the lecturer it does not disrupt the lecture or distract other students.

### **Students writing dissertations**

Supervisors will be required to maintain a log sheet of the supervisory sessions with individual students and also maintain a register of the joint sessions. A supervisor is required to report the student's progress and attendance of the supervisory sessions to the programme leader on a regular basis.

Depending upon the nature of the work chosen by the student for the dissertation, the supervisor decides as to how often the student needs to meet them to successfully complete the dissertation work.

If the supervisor is not satisfied with the student's attendance at contact sessions and/or his /her progress on the dissertation, the student will be sent a warning letter informing

them of the consequences of the lack of effort by him/her towards the completion of the work.

If the student fails to submit the dissertation on account of his/her shortage of attendance to meet the required number of supervisory session, the student will be withdrawn and reported to the UKBA.

A student will be granted authorised absence by the supervisor if the student requires to do any field work related to the research work undertaken in his/her dissertation.

### **Information provided to students about attendance requirement**

The Institute makes sure that students are made aware of the attendance requirements of their course at the outset. The attendance policy of BITE is detailed on the induction day of each programme. Students are repeatedly made aware of the attendance requirement by the programme leader and the module leaders. The timetable and all other contact session schedules are made available to students well in advance. Any changes to timetable and other academic activity schedule are communicated immediately in order to give students sufficient time to avoid absences.

### **Authorised Absences**

Students' absences could be authorised by the Associate Deans on the basis of health conditions, bereavement or any other mitigating circumstances preventing students from attending the Institute. The student must provide documentary evidence for his/her absence. The following may be considered reasons for an authorised absence:

- Medical appointments that could not be made outside scheduled academic activity hours
- Attendance at a funeral or wedding of a close family member

- Severe travel disruption that leaves students with no means of getting to the Institute by public transport
- A driving test
- A meeting with a solicitor or request from the UKBA to attend a meeting or an event ( for example, biometric enrolment)
- Genuine family emergencies
- Religious holidays
- Illness (evidenced by medical certificate)

The following will normally be considered unacceptable as reasons for authorising absence

- Holidays during term time
- Work related activities
- Leisure activities
- Birthdays or family celebrations
- Babysitting
- Driving lessons

The student must notify their programme leader and their programme administrator, in advance if possible or as soon as practically possible afterwards about the absence.

If the request for authorised absence is made for a longer time which would make student unable to pick up their studies without repeating elements of it, it is anticipated that the student will need to suspend studies. In such cases if the student is on a Tier 4 Student Visa, the student will be reported to the UKVI and the student will be advised to return home and to be issued with a new CAS when studies are recommenced.

Authorised absence is recorded in the electronic system and is not taken into consideration while calculating the shortage of attendance.

**Review**

The policy will be reviewed on a yearly basis in the light of revised UKVI regulations and the policies prevalent in validating universities.

## Appendix A

### Summary Sheet for attendance monitoring.

	Method of monitoring	Monitoring undertaken by	Action taken on Non-attendance	Action taken by	Contact period	Report of nonattendance sent to UKBA
All taught programmes	Daily Register or biometric system	Module leader/ Programme administrator/ Associate Dean	a) Student is offered advice and is made aware of consequences for continuous absence.	Administrator informs programme leader who arranges meeting with the student.	3 consecutive contact sessions	
			b) Warning letter is sent to the student	Programme administrator on the advice of Associate Dean	5 consecutive missed sessions	
			c) Withdrawn from the course	Programme administrator on the advice of Associate Dean	10 consecutive contact sessions	Reported sent to the UKVI within 10 working days of last attendance
			d) Warning letter is sent to the student	Programme administrator on the advice of Associate Dean	Attendance shortage identified	
			e) Withdrawn from the course	Programme administrator on the advice of Associate Dean	Anticipated that the student will not meet the overall 80 % attendance requirement	Reported to the UKVI within 10 working days of last attendance
All taught programmes	Enrolment record	Admissions department	Withdrawn from the course	Head of admissions department or any other authorised member of staff in the admissions department	Failing to enrol within 10 days of latest joining date.	Reported to the UKVI within 10 working days of last attendance
Dissertation students	Supervisor's log sheet/ dissertation monitoring sheet	Dissertation Supervisor	a) Warning letter sent to the student	Programme administrator on the advice of supervisor after consultation with Associate Dean	Dissertation progress not satisfactory and student not attending supervisory sessions	
			b) Withdrawn from the course	Programme administrator on the advice of supervisor after consultation with Associate Dean	Failing to submit the dissertation and for not attending the meetings with supervisor.  Non-submission due to extenuating circumstances will be dealt with separately	Reported to the UKVI

Version 1.4

<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
1.3	Revision	M. Farmer, CEO	17/09/2012
1.4.	Revision	M. Farmer, CEO	1/9/2014
1.5	Revision	M.Farmer, CEO&Prin.	18.12.15