



Further Education - Academic Engagement monitoring policy – Student Route visa holders

Band 1 – Study at a higher education provider at RQF level 5 (SCQF 8 and equivalents) and below

Overview

In October 2020, the UKVI announced changes to the way HEI's are required to monitor Student Route visa holders (previously known as Tier 4 (General) visa holders – the new academic engagement policy replaces the previous attendance monitoring policy. Student Route visa holders refers to students sponsored by Leeds Arts University (provided with a Confirmation of Acceptance to Study (CAS) letter) to obtain a Student Route visa in order to undertake a full time course of study.

The University is required to monitor Student Route visa holders' engagement with their course and report as appropriate to the UK Visas and Immigration agency (UKVI). The University is obliged to ensure that all Student Route visa holders are academically engaging throughout their period of sponsored leave.

Academic Engagement

Students studying at Further Education level are required to attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Student attendance is monitored by the Further Education administration team through registers completed for each session by the tutors. If a student's attendance falls below 85% in any given month, the administration team will review the reason for the student's absence and the student profile will be annotated with the reason for the non-attendance. A meeting with the student will take place and the steps that must be taken to improve attendance will be outlined.

If a student's attendance falls below 70% for three consecutive months, the University will withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness or a family bereavement).

Attendance and Engagement

A student holding a Student Route visa to undertake a course of study will be provided with a start date. If the student does not attend within 2 weeks of the enrolment period or start date, their non-attendance will be reported to the UKVI. Their sponsorship may be withdrawn unless reasonable notice of a late start date has been given and agreed. Student Route students must also ensure that they attend for required enrolment, induction and/or re-induction sessions, these are compulsory.

All students are expected to attend all scheduled academic activities and to progress through their course in line with the [University Academic Regulations](#).

Withdrawal of sponsorship

The University will notify UKVI and withdraw sponsorship where a student's attendance falls below 70% for three consecutive months. The University will report the withdrawal of sponsorship to the UKVI. The UKVI at this point is highly likely to withdraw the student's visa and the student must



return to their home country. Further information and guidance on this can be found on the UKVI website <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

Suspension of studies

The University will notify UKVI and withdraw sponsorship where a student has suspended their studies for a period of more than 60 days.

Review

Where a student's absence leads to them being withdrawn from a course, they will receive a written outcome letter detailing how to request a review of the decision. In line with the University's Further Education Attendance Policy and Procedure the request for a review must be received by the University within 7 calendar days of the written outcome letter being sent and must be on one of the following grounds:

- a) There has been a procedural irregularity;
- b) Availability of further evidence which could not reasonably have been expected to have been submitted previously for consideration.

Any request for a review must set out the grounds and must be submitted in writing to the Quality and Standards Office. A meeting will be arranged usually within 12 calendar days and the panel will comprise: the FE Course Coordinator, a member of Academic Registry and a note-taker. At the meeting the student or companion will explain their case and any special circumstances which may exist. The panel will review the case, taking into account the original decision and the student's representations. Written confirmation of the decision will be sent to the student usually within 7 calendar days of the meeting.

There is no further process of review within Leeds Arts University.