



University of
Salford
MANCHESTER

Student Guide to the Attendance Monitoring Policy for Tier 4 Sponsored Students

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Effective from May 2020

Author: Head of Home Office Compliance

Home Office Compliance

Student Administration

Document Control Information			
Owner: Home Office Compliance Information Officer Author(s): Home Office Compliance team, Student Administration		Reason for Development To ensure that our Tier 4 students can understand, and comply with, the Attendance Monitoring Policy for Tier 4 Sponsored Students.	
Revision History (published versions)			
Author	Summary of Changes	Version	Authorisation (Role/Board: Date)
RDM	Updates to face-to-face in-person contact	V4.0	SELTEC 20/05/2020
RDM	Minor grammatical changes.	V3.1	
RDM	Addition of Salford Languages programmes to the policy, removal of minimum percentage attendance, general updates.	V3.0	Home Office Compliance Assurance Group: 08/18
RDM	Removal of references to SBS Block Delivery method; addition of PGR holiday entitlement	V2.0	
RH, SM and LD	New document	V1.0	24/12/16 Home Office Compliance Assurance Group
Have you completed formal assessment with the following advisory teams:			
Equality Analysis (E&D, HR) Equality Assessment form		1. 1 September 2016 – sent December 2016.	
Legal implications (LPG)		2. N/A	
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1. Purpose

The University of Salford is required to monitor the attendance of all Tier 4 students, in line with UK Visas and Immigration (UKVI) regulations as well as the Immigration Rules that underpin immigration into the United Kingdom. As a Sponsor, the University of Salford is committed to meeting all of its duties under its Tier 4 licence. As such, the following attendance monitoring procedures have been put in place, which will assist you in protecting your immigration status.

2. Scope

2.1 This policy is to be adhered to by Tier 4 students who are currently registered on a programme of study with the University of Salford. You are classed as holding Tier 4 leave if you fall under any of the following categories:

- Students who currently hold a Tier 4 visa;
- Students holding student leave before the introduction of the Points Based System;
- Students who have made an application for Tier 4 leave within the UK using a Confirmation of Acceptance for Studies (CAS) number from the University of Salford and a decision on the application is outstanding;
- Students who have made an application for Tier 4 leave within the UK using a CAS number from the University of Salford, have had their application refused and are currently undergoing an administrative review.

2.2 You will not be required to adhere to this policy if you currently hold leave outside of Tier 4 of the Points Based System.

2.3 The following are NOT considered contact points for Tier 4 attendance monitoring purposes – sessions where:

- a “student is expected to study independently, which may itself be 'guided'. Independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of assessment tasks, revision, and so on”.
- There are no in-person face-to-face contact points. On-line contact and on-line learning cannot be used for Tier 4 attendance monitoring purposes (except where/ when Home Office concessions allow this).
- Attendance is optional.
- Attendance is compulsory for students on a Tier 4 (General) student visa but optional for other (i.e. non international) students.

3.1 All Tier 4 sponsored students on pre-sessional English programmes (PSE)

3.1.1. You will be monitored at one face-to-face in-person teaching event per day.

- 3.1.2. You are subject to the Attendance Policy for Tier 4 Sponsored Students until the end of your programme of study on your student record or the duration of your visa, whichever is the earliest of the two dates.
- 3.1.3. You will also be exempt from the Attendance Policy for Tier 4 Sponsored Students if you return to your home country, provide evidence that you have left the UK and sponsorship of your Tier 4 visa has been withdrawn.
- 3.1.4. In order for you to fully comply with the Attendance Policy, the University expects you to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables you to attend the University during core working hours on a daily basis if you are required to do so. The location of where you choose to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.
- 3.1.5. Appendix A contains end to end process flows detailing the attendance monitoring procedures for you if you are on a pre-sessional English (PSE) programme.

3.2. All Tier 4 sponsored students on International Foundation Year (IFY), Undergraduate (UG) and Postgraduate taught (PGT) programmes

- 3.2.1 You will be monitored at one face-to-face in-person teaching event per week. A face-to-face in-person teaching event can be attending a lecture, tutorial, seminar or supervised lab session or workshop. Each teaching week is known as a 'contact point'.
- 3.2.2 You should take a Tier 4 Attendance Form to one face-to-face in-person teaching event each week and have this form signed by a lecturer or specialist technician. It is recommended that you have your form signed at a small lecture, seminar or tutorial instead of a teaching event with a large class size.
- 3.2.3 Your school office will keep a stock of blank Attendance Forms. However, it is your responsibility to have this form signed. If your school office does not currently have any in stock, you may download one from the resources and guides section of the University Immigration and Visas webpages.
- 3.2.4 You must submit your signed Attendance Form via Salford Advantage **no later than** the Sunday at the end of the teaching week concerned. Late forms will not be processed and will be classed as missed attendance.
- 3.2.5 If you have a valid reason for submitting your form late then you must advise your School Office. In some instances you will be asked to supply evidence to support the reason why it is late.
- 3.2.6 Records of your attendance will be made available to UK Visas and Immigration as part of the terms and conditions of your Tier 4 Visa or Tier 4 Visa application.
- 3.2.7 If you miss any face-to-face in-person contact points, your School will contact you to request immediate attendance and may also require an explanation for your absence. You may also be asked to provide documentary evidence in order to ascertain whether

any absences can be deemed as authorised. This information will also be made available to UK Visas and Immigration.

3.2.8 In line with University academic regulations, all Undergraduate modules during the final year are classed as 'taught modules'. For the purposes of attendance monitoring you will still be required to submit your attendance monitoring form each teaching week.

3.2.9 During the designated reading weeks and holiday periods for your programme of study, you are not required to submit attendance monitoring forms. This is because your programme of study has no expected face-to-face in-person contact points during these times.

3.2.10 During the designated exam periods for your programme of study, you are not required to submit attendance monitoring forms.

3.2.11 In order for you to fully comply with the Attendance Policy for Tier 4 Sponsored Students, the University expects you to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables you to attend the University during core working hours on a daily basis if you are required to do so. The location of where you choose to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

3.2.12 Appendix B contains end to end process flows detailing the attendance monitoring procedures for you if you are on an IFY, undergraduate or postgraduate taught programme.

3.3. Tier 4 students on Postgraduate Taught (PGT) programmes completing a final project or dissertation

3.3.1 If you have formally progressed to your final project or dissertation stage of the programme and are no longer attending classes or lectures then you only need to submit an Attendance Form once every calendar month instead of every week, but you will still need to maintain regular face-to-face in-person contact with your dissertation supervisor. Each teaching month for students who have progressed to the final stage of the programme is known as a 'contact point'.

3.3.2 You should continue to have your Attendance Form signed by your supervisor, but in addition to this, you are also required to keep an accurate record of your progress, which may be requested at a later date for the purposes of visa compliance.

3.3.3 Your school office will keep a stock of blank Attendance Forms. However, it is your responsibility to have this form signed. If your school office does not currently have any in stock, you may download one from the resources and guides section of the University Immigration and Visas webpages.

3.3.4 You must submit your signed Attendance Form via Salford Advantage **no later than** the Sunday at the end of the calendar month. These deadlines are available via the Immigration and Visas section of the AskUS website. Late forms will not be processed and will be classed as missed attendance.

3.3.5 If you have a valid reason for submitting your form late then you must advise your school office. In some instances you will be asked to supply evidence to support the reason why it is late.

3.3.6 Records of your attendance will be made available to UK Visas and Immigration as part of the terms and conditions of your Tier 4 Visa or Tier 4 Visa application.

3.3.7 If you miss any face-to-face in-person contact points, your School will contact you to request immediate attendance and may also require an explanation for your absence. You may also be asked to provide documentary evidence in order to ascertain whether any absences can be deemed as authorised. This information will also be made available to UK Visas and Immigration.

3.3.8 In order for you to fully comply with the Attendance Policy for Tier 4 Sponsored Students, the University expects you to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables you to attend the University during core working hours on a daily basis if you are required to do so. The location of where you choose to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

3.3.9 Appendix C contains end to end process flows detailing the attendance monitoring procedures for you if you have progressed to dissertation on a Postgraduate Taught programme.

3.4 All Tier 4 sponsored students on placements or exchange programmes

3.4.1 It is a UKVI requirement that all Tier 4 sponsored students on placements or exchange programmes must also be monitored on their attendance.

3.4.2 You must ensure that your contact details (e.g. term time address and contact telephone number) are kept up to date on the Student Information System by using Self Service. This is a condition of your Tier 4 visa.

3.4.3 You must print an Attendance Form each week and have it signed by a nominated line manager or point of contact at your placement or exchange venue. Alternatively, signed copies of timesheets may be provided as evidence of your attendance.

3.4.4 Your Attendance Form or timesheet must be submitted via Salford Advantage by **no later than** the Sunday following the end of each teaching week.

3.4.5 If you have a valid reason for submitting your form late then you must advise your school office. In some instances you will be asked to supply evidence to support the reason why it is late.

3.4.6 During the designated reading weeks and holiday periods for your programme of study, you are not required to submit attendance monitoring forms. This is because your programme of study does not have expected face-to-face in-person contact points during these times.

3.4.7 In order for you to fully comply with the Attendance Policy for Tier 4 Sponsored Students, the University expects you to live within a commutable distance from your

placement or exchange programme. The University of Salford defines 'commutable distance' as a distance from the placement or exchange programme that enables you to attend said placement or exchange during core working hours on a daily basis if you are required to do so. The location of where you choose to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

3.4.8 Appendix B contains end to end process flows detailing the attendance monitoring procedures for you if you are on an IFY, undergraduate or postgraduate taught programme.

3.4.9 Please note: you must normally have applied for a new visa **after** securing, but **before** starting the placement or exchange programme if your programme will now be longer as a result (applicable where your original visa was not granted for long enough to cover the duration of both the programme and the placement or study abroad). However, if this application is not made in good time (e.g. eight weeks before the placement or study abroad is due to commence), your visa extension should be made after the placement or study abroad has taken place.

3.5 Tier 4 students required to retake a module or resit an examination

3.5.1 Sometimes you may be required to re-sit an examination before being allowed to join the next level of the course; the University re-sit period normally takes place in trimester three of each academic year. The re-sits may also take place at an alternate time of the academic year if you are studying on a Postgraduate course.

3.5.2 UKVI regulations state that if any students are not required to participate in their programme of study (either in class or by some other face-to-face in-person contact) for more than 60 days, then these students **must leave the UK**. In such instances, the University will withdraw your Tier 4 sponsorship, set your student record to 'interruption of study' and UKVI will be informed of the circumstances. This will protect your immigration status and reduce the chance of you running out of time to study on your chosen course by stopping the time you are not studying counting towards your total amount of time you are eligible to study in the UK.

3.5.3 If you are in this situation, you will be asked to **provide evidence that you have left the UK** (such as a scanned exit stamp in your passport and an e-ticket/ boarding pass). This will then exempt you from the attendance monitoring procedure. You may then request a new CAS, which can be used to apply for a new visa in order to return to the UK.

3.5.4 The main instances where this would apply to you would be:

- You are on a postgraduate programme and you have completed your taught modules by the January or May of the academic year but the re-sits you are required to take place will not take place until the August;
- You have completed the re-sit examinations and are required to retake the module but the module is not due to run again until the next semester or the next academic year.

3.5.5 As a Tier 4 visa holder, it is your responsibility to ensure that you comply with the terms of your leave to remain. If there are any concerns regarding compliance with the

60-day regulation then you are strongly encouraged to contact your School Office for advice which will then be followed up with advice from the Home Office Compliance Team where required.

3.6 Tier 4 sponsored students on Postgraduate Research (PGR) programmes

3.6.1 Full-time PGR students are required to attend at least one formal face-to-face in-person supervision session each month. PGR students who take an authorised leave of absence of 21 days or more in one calendar month will not be required to have a formal face-to-face in-person supervision session within that calendar month.

3.6.2 It is your responsibility to keep a record of each formal face-to-face in-person supervisory session using the Research Supervision Record Form (RSRF).

3.6.3 The RSRF is available to download from the resources and guides section of the University Immigration and Visas webpages.

3.6.4 You must submit your signed RSRF via Salford Advantage **no later than the Sunday** at the end of the calendar month. The deadlines are provided on the University of Salford webpages.

3.6.5 Late forms will not be processed and will be classed as missed attendance. However, if you have a valid reason for submitting your form late then you must advise the Research Support Team. In some instances you will be asked to supply evidence to support the reason why it is late.

3.6.6 If the RSRF form contains an electronic rather than a 'wet' signature from the supervisor, you must ensure that you provide a screenshot of the email in which this form was returned to you as evidence.

3.6.6 Records of your attendance will be made available to UK Visas and Immigration as part of the terms and conditions of your Tier 4 Visa or Tier 4 Visa application.

3.6.7 If you miss any face-to-face in-person contact points, the Home Office Compliance team will contact you to request immediate attendance and may also require an explanation for your absence. You may also be asked to provide documentary evidence in order to ascertain whether any absences can be deemed as authorised. This information will also be made available to UK Visas and Immigration.

3.6.8 In order for you to fully comply with the Attendance Policy for Tier 4 Sponsored Students, the University expects you to live within a commutable distance from the University. The University of Salford defines 'commutable distance from the University of Salford' as a distance from the University that enables you to attend the University during core working hours on a daily basis if you are required to do so. The location of where you choose to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

3.6.9 All Tier 4 sponsored research students are required to comply with the **Taking Leave of Absence Requirements** in the **Code of Practice for Research Programmes**.

3.6.10. Please note: if you take an authorised leave of absence of 21 days or more in one calendar month you will not be required to have a formal face-to-face in-person

supervision session within that calendar month, but you will be required to complete an Advantage form detailing the authorised leave period. If you take an authorised leave of absence of 20 days or less within one calendar month, you will still be required to have a formal face-to-face in-person supervision session within that calendar month.

3.6.10 If you require an academic extension to your studies, you will need to seek approval from your supervisor if you need to be in the UK during your extension. Your supervisor will need to agree to continue to have regular face-to-face in-person meetings with you and you will need to continue with the attendance monitoring process of submitting your signed RSRF once a month via Salford Advantage.

3.6.11 Appendix D contains end to end process flows detailing the attendance monitoring procedures for you if you are on a PGR programme.

3.7 Tier 4 students who have returned to their home country or overseas on either PGT or PGR programmes

3.7.1 If you are a PGT or PGR student and have returned to your home country or are currently overseas completing data collection, you must have permission to do so from your supervisor and a firm date of when you are required to return to the UK.¹ Whilst your visa is still active you must maintain contact with your supervisor and continue to submit your signed Attendance Form or RSRF via Salford Advantage. It is recommended you do so in the following way:

- a) Arrange a supervision session either by Microsoft Teams, or if this is not possible, Skype. Email contact is acceptable but should only be used as an exception;
- b) Following the session send your form to your supervisor and ask them to sign and send it back to you via email;
- c) Submit the form via Salford Advantage;
- d) Please note: if your form contains an electronic rather than a 'wet' signature from the supervisor, you must ensure that you provide a screenshot of the email in which this form was returned to you in as evidence.

3.7.2 If you are a PGR student or a PGT student writing up your dissertation, it might be the case that you decide to return to your home country and that no further face-to-face in-person contact is required with your supervisor or the University. You must **provide evidence that you have left the UK** (such as a scanned exit stamp in your passport and an e-ticket/ boarding pass) to HomeOfficeCompliance@salford.ac.uk . We will then make an assessment as to whether we can exempt you from the attendance monitoring procedure and will in turn inform your school where required.

In this instance, the University is required to cancel your Tier 4 sponsorship and you must not return to the UK on this visa. Should you then wish to return to the UK for a short stay (for example, to submit your dissertation or attend a viva), you will need to contact the Home Office Compliance Team for further guidance.

¹ If you do not have a firm date that you are required to return to the UK by then we will withdraw your Tier 4 sponsorship with UKVI.

3.7.3 It is not acceptable to wait until the end of your data collection period to submit your RSRF forms.

3.7.4 Appendix C contains end to end process flows detailing the attendance monitoring procedures for you if you have progressed to dissertation on a PGT programme.

Appendix D contains end to end process flows detailing the attendance monitoring procedures for you if you are on a PGR programme.

3.8. Sickness and authorised absences

3.8.1 If you are sick for a few days and are able to attend some lectures during the beginning of the teaching week or re-arrange your dissertation or research supervision session, ensure you submit your Attendance Form or RSRF form via Salford Advantage before the end of the teaching week or calendar month concerned.

3.8.2 If you are sick for a period of up to seven days and miss a full week's worth of teaching you must complete a self-certificate form, detailing the nature of your sickness and an estimated return date, and submit this via Salford Advantage.

3.8.3 If your period of absence is longer than seven days you must submit a note from a doctor or medical professional via Salford Advantage detailing the expected period of absence. Please be aware that notes from holistic therapists without an additional note from a certified doctor or recognised medical professional in the UK cannot be accepted.

3.8.4 If you expect your absence to be for a significant amount of time, i.e. 60 days or more, you will need to consider whether an interruption of study would be suitable to protect your academic record.

3.8.5 If you are required to be absent from the University for a period of time for other reasons such as family or personal bereavement, you need to contact your School or the Research Support Team in the first instance. This is because authorised absences are an academic decision.

3.8.6. If you are granted an authorised absence, you need to complete an Advantage form submission for the week/month concerned stating the period of your authorised absence and the name of the staff member who granted this.

3.9. Staff absence

3.9.1. An expected face-to-face in-person contact point is one which you would in principle have been able to attend. If a lecture, tutorial or other planned contact point is cancelled due to staff absence or industrial action, any missed face-to-face in-person contact point caused by such circumstances will not be treated as an unauthorised absence.

3.9.2. In the event of a prolonged disruption to the normal schedule of attendance, for example as a result of the absence of a member of staff or industrial action, it may be necessary to vary the process for verification of attendance. If this is necessary, you will be informed of any new requirements via your University email address and other formal notification processes, such as the Student Hub. For example, during the COVID-19 crisis, UKVI agreed to special provisions where Tier 4 sponsors could offer on-line learning in place of face-to-face teaching.

4. Policy Enforcement

4.1. Submission of Tier 4 Attendance Forms and Research Supervision Record Forms

4.1.1 If your attendance monitoring forms/research supervision record forms are submitted late or are not signed and dated, they will not be accepted and will be classed as a missed face-to-face in-person contact point.

4.1.2. If you submit fraudulent Attendance Forms/RSRF forms, such as those where the date has been purposefully altered or a signature has been forged, you will be subject to the University's Student Disciplinary Procedure. You can find further information about this in the Attendance Monitoring Policy. (See Related Documentation section below)

4.2 Consecutive missed attendance and non-compliance

4.2.1 If you do not comply with the attendance monitoring process, you will be withdrawn from your programme of study and sponsorship of your Tier 4 visa will be withdrawn by the University of Salford. This will result in the curtailment of your leave to remain in the United Kingdom. Non-compliance is considered as:

- 6 consecutive days without attending a pre-sessional English class for students completing a pre-sessional programme.
- 6 consecutive weeks without submission of an Attendance Form for students completing taught modules on IFY, UG and PGT programmes or currently on a placement or exchange programme.
- 3 consecutive months without submission of an Attendance Form or RSRF form if you are completing the final stage of a PGT programme or a research programme.

4.2.2 If you are identified as not complying with this policy, you will be requested to attend an attendance interview with a member of the Home Office Compliance Team and provide evidence of your attendance. If you fail to meet with the Home Office Compliance Team and do not provide further evidence of your attendance within 10 working days of being identified, you will be withdrawn from your programme of study and sponsorship of your Tier 4 visa will be withdrawn by the University of Salford.

4.2.3 If you meet with the Home Office Compliance team then, following your attendance interview, a member of the Home Office Compliance Team will review the evidence provided and the outcome of the interview before considering a withdrawal of sponsorship. They will consider your attendance history in regard to the overall percentage of contact points met, regularity of submission, consecutive missed attendance and any evidence supplied by yourself and your school in regard to your engagement with your programme of study. The Home Office Compliance Team staff member will then decide whether continuing to sponsor you will pose a risk to the University's Sponsor License. Please note, examination and assessment marks are not considered as satisfactory evidence and any evidence you submit must demonstrate you have been active as a student during the teaching weeks of your programme.

4.2.4 If a decision is made not to withdraw sponsorship of your Tier 4 visa, you will be contacted via email to advise you of this. Your attendance record will be updated and you will also be sent a 'Terms and Conditions' document that you will need to sign and return. If you continue not to comply with the University's Attendance Monitoring Policy, sponsorship of your Tier 4 visa may automatically be withdrawn.

4.2.5 If a decision is made to withdraw sponsorship of your visa, the Home Office Compliance Team will contact you via letter and email to advise you of this and to detail the actions you need to take. The Home Office Compliance Team will then withdraw you from your programme of study and inform your school.

4.2.6 Where sponsorship has been withdrawn and you then make contact with the Home Office Compliance Team, the decision may be able to be reversed if sufficient evidence of attendance and engagement can be provided. If the Home Office have not actioned the withdrawal and you meet with the Home Office Compliance team and provide sufficient evidence, the notification to the Home Office will be withdrawn and you can continue to be sponsored under Tier 4 by the University of Salford. In this situation, point 4.2.4 will then apply. However, if the Home Office have actioned the withdrawal, you would need to leave the UK and obtain fresh leave to re-enter the UK.

4.2.7 If sponsorship of your Tier 4 visa has been withdrawn (because you were unable to provide satisfactory evidence of your attendance) the decision cannot be reversed. This is because you have failed to meet the conditions of your Tier 4 visa. Sponsorship of your Tier 4 visa will be withdrawn, as will your student status, and you must return home. Following these actions, if you wish to return to the University later on, you must provide sufficient reasoning and/or evidence of attendance. This will be reviewed on a case by case basis.

5.0 Related Documentation

The following documents can be found on the [University Policy & Procedure pages at http://www.salford.ac.uk/policies](http://www.salford.ac.uk/policies) (Academic Governance section):

- Attendance Monitoring Policy For Tier 4 Sponsored Students
- Academic Regulations for Taught Programmes
- Academic Regulations for Research Programmes
- Personal Mitigating Circumstances Procedure
- Interruptions and Withdrawals Policy
- Student Disciplinary Procedure
- Tier 4 Work Placement Policy
- Fitness to Practise Procedure

The following documentation can be found on the Government webpages <https://www.gov.uk/>:

- Tier 4 of the Points Based System – Guidance for Sponsors. Document 1: Applying for a Tier 4 License
- Tier 4 of the Points Based System – Guidance for Sponsors. Document 2: Sponsorship Duties
- Tier 4 of the Points Based System – Guidance for Sponsors. Document 3: Tier 4 Compliance
- Tier 4 of the Points Based System: Guidance for Sponsors. Document 4: Higher Education regulatory reform
- Tier 4 of the Points Based System – Policy Guidance

The following supporting documentation can be found on the University of Salford [Immigration and Visa Help Pages](http://www.salford.ac.uk/askus/immigration-visas) at <http://www.salford.ac.uk/askus/immigration-visas>:

- Tier 4 attendance form
- Research supervisory record form
- Sickness self-certification form (for IFY, UG, PGT and PGR students)
- Guides to submitting your attendance monitoring form
- Deadlines for research supervision record form

The following supporting documentation can be found on the Salford Languages pages:

- Sickness self-certification form (for PSE students)

6.0 Appendices

Appendix A: Process flow detailing attendance procedures for Tier 4 students on a Pre-sessional (PSE) programme

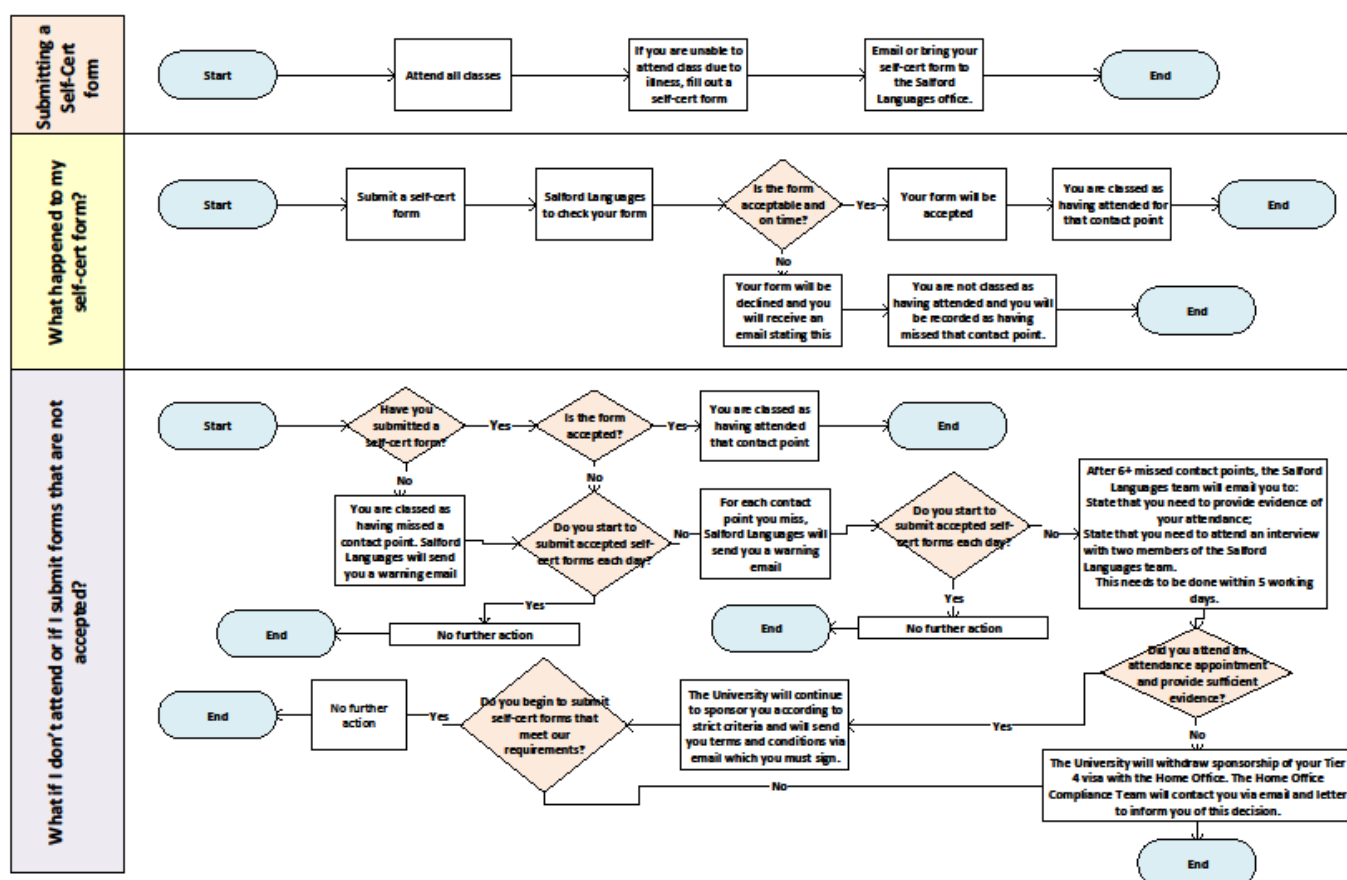
Appendix B: Flowchart attendance procedures for Tier 4 students on International Foundation Year (IFY), Undergraduate (UG) and Postgraduate Taught (PGT) programmes

Appendix C: Flowchart attendance procedures for Tier 4 students on Postgraduate Taught (PGT) programmes who have progressed to their dissertation

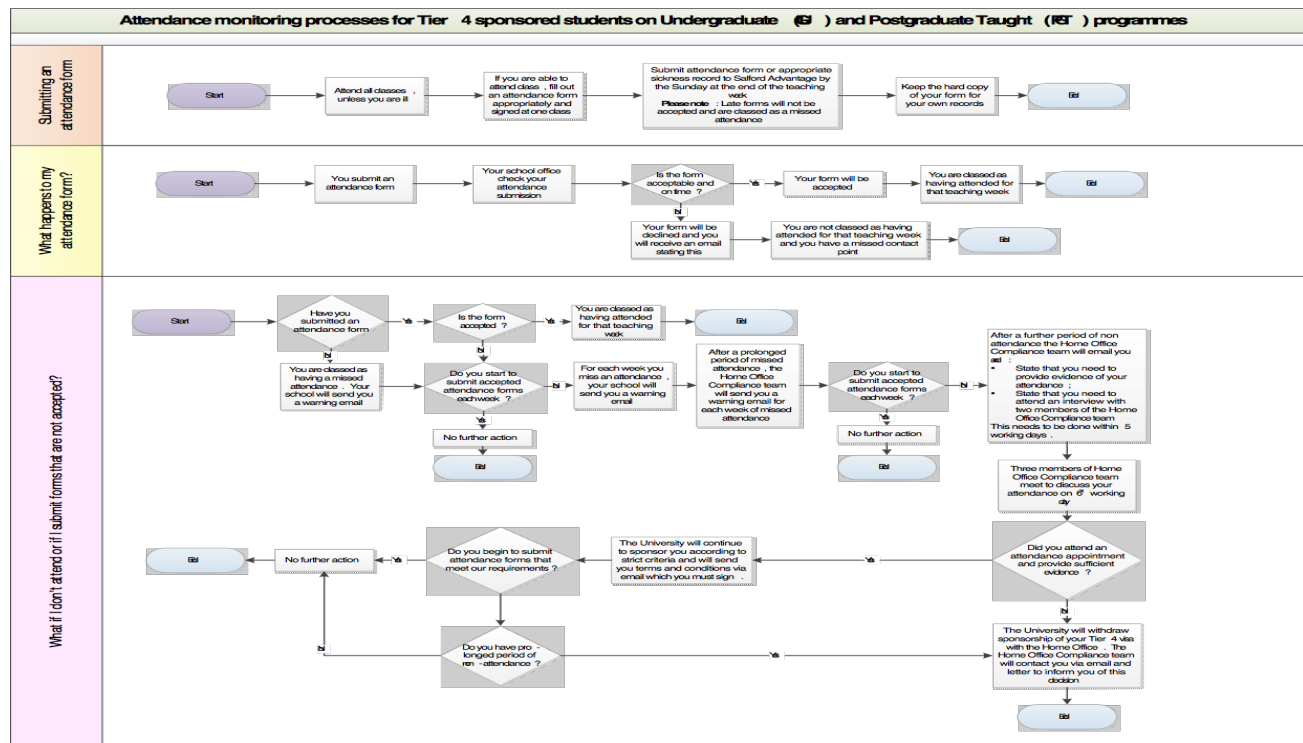
Appendix D: Flowchart attendance procedures for Tier 4 students on Postgraduate Research (PGR) programmes

Appendix A: Process flow detailing attendance procedures for Tier 4 students on a Pre-sessional (PSE) programme

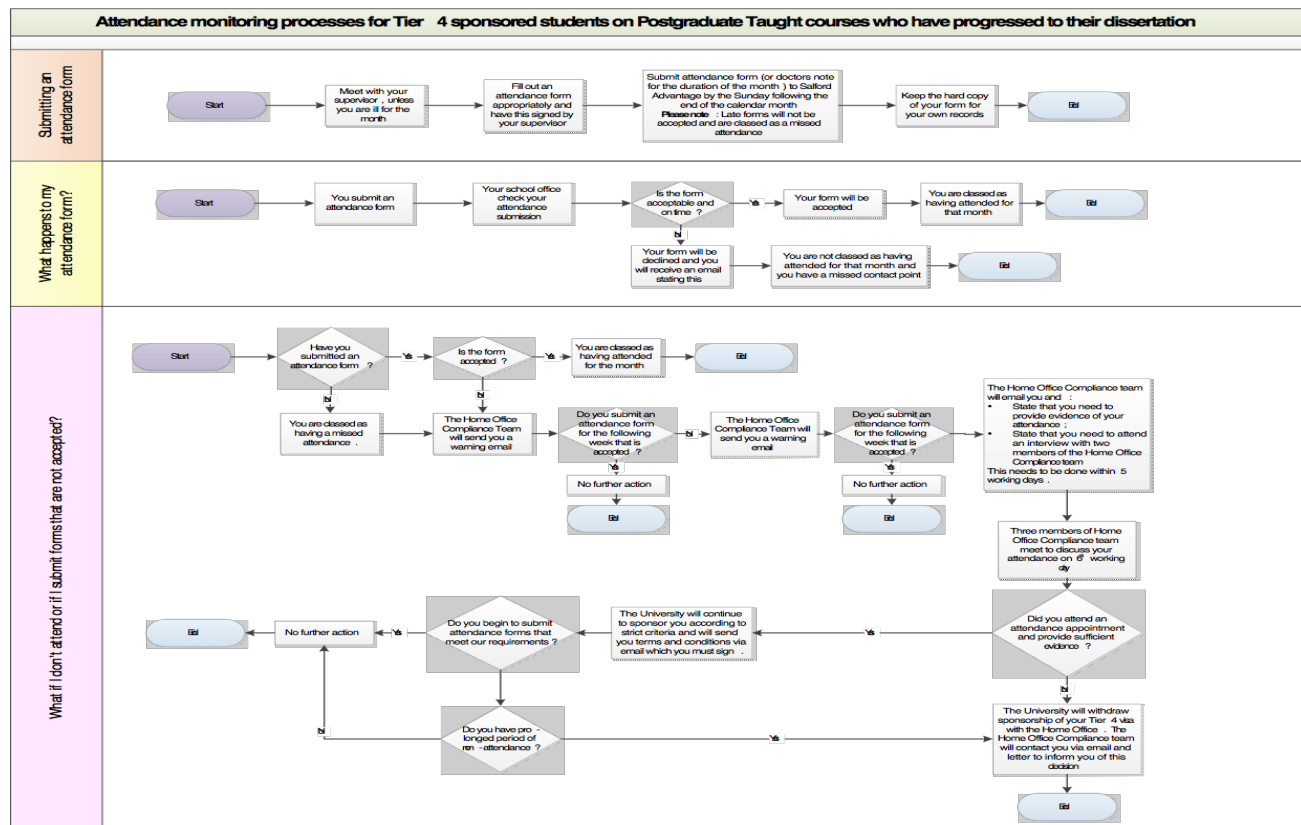
Attendance monitoring process for Tier 4 sponsored students on Pre-Sessional English



Appendix B: Process flow detailing attendance procedures for Tier 4 students on International Foundation Year (IFY), Undergraduate (UG) and Postgraduate Taught (PGT) programmes



Appendix C: Process flow detailing attendance procedures for Tier 4 students on Postgraduate Taught (PGT) programmes who have progressed to their dissertation



Appendix D: Process flow detailing attendance procedures for Tier 4 students on Postgraduate Research (PGT) programmes

