

## CTF student attendance policy

### 1. Policy

The Federation's student attendance policy is as follows:

#### Student attendance policy

1. Students registered for an award with one of our partner Universities are required to comply with the attendance policy of that university. This will typically include attendance at all scheduled lectures and classes and also, for awards of the University of Cambridge, at any related supervisions.
2. Students who have been given permission to audit one or more modules or papers drawn from courses offered within the Federation are expected to attend all scheduled lectures and classes. They are not permitted to attend supervisions (if applicable).
3. Students must notify the relevant teacher if they are likely to miss a lecture, class or supervision.
4. Attendance will be monitored. Students who persistently fail to attend some or all of the components of a given module or paper without adequate cause will be contacted by the class teacher, and a report may also be sent to their Director of Studies.
5. Students who are studying under the conditions of a visa will have additional attendance requirements relating to the terms of their visa. This will typically include a number of designated meetings between the student and their Director of Studies, attendance at which will be recorded separately.

#### Attendance policy for students studying under a student visa

1. The Federation monitors the attendance of international students on behalf of its partner universities.
2. Attendance is monitored outside the normal monitoring of attendance at lectures, as class teachers will not know which students are studying under the terms of a visa. Students are, however, expected to attend all of the taught sessions and/or supervisions relevant to their course of study.
3. For visa purposes, students are required to meet with a designated person at a frequency appropriate to the course of study that they are following. These meetings will normally take place in the student's member institution.
4. The designated person may be a Principal, Director of Studies, teacher or administrator. Where a Federation House is unable to nominate a suitable person, the monitoring will be undertaken by the Federation Registrar at the Federation offices.
5. The frequency of monitoring will be as shown below:
  - For taught courses: one meeting per week
  - For students on taught courses who are writing up a dissertation: one meeting per fortnight
  - For research students: one meeting per month
6. Students who miss a monitoring meeting must contact the designated person within 24 hours to explain the reason. A new meeting should be arranged as soon as possible.
7. Failure to comply with this policy will be reported to the relevant university and could result in the withdrawal of the visa.
8. This attendance policy is reviewed by the Federation's Curriculum Committee on an annual basis, and amended as necessary to comply with current immigration legislation.

9. This policy is published in the Federation's Student Handbook, and is communicated to all students electronically and at the induction meeting at the beginning of the course. Faculty and tutors are also made aware of the policy electronically and through in-house staff meetings.

## **2. Monitoring Process**

The Federation produces a class list for each tutor at the beginning of each module or paper. Instructors are required to record attendance at each class meeting, and report all absences to the Federation Office on a weekly basis. The Federation Office follows up on any reported absences. Students studying on Tier 4 visas are additionally required to meet with their Director of Studies or other designated staff member according to the schedule described above.

The Director of Studies records the date of the meeting with each Tier 4 visa student on the relevant form, and submits it on a termly basis to the Federation Office. The Director of Studies notifies the Federation Office immediately if a student misses his or her meeting without explanation. The Federation Office follows up with the student immediately on any missed meetings. The Federation Registrar compiles a composite attendance record of all Tier 4 visa students on a termly basis, and complies with current Home Office legislation and policy in ensuring that student details are current on the appropriate databases.

## **3. Additional reporting**

All students are required to ensure that the Federation Office has their most current and up-to-date UK contact details, and to inform the Federation Office immediately of any changes using the form available on the Federation's intranet. This requirement is communicated to all students at the beginning of term via email and in induction meetings.

Students attending taught programmes and courses can miss no more than 20% of any module or paper; for students studying on a Tier 4 visa, failure to attend classes will result in the student being in breach of immigration regulations, and this will be reported immediately to the Home Office. Excused absences may be permitted for students who are suffering from a serious illness requiring medical treatment, or who have experienced bereavement of an immediate family member. Students who are ill should ensure that they obtain a medical certificate from a licensed UK practitioner providing details of medical treatment and submit this without delay to the Federation Office.

Records of students who are denied academic progression in their programme or course will be updated immediately with the Home Office.

All students studying on a Tier 4 visa are required to present their visa in person to the Federation Office on an annual basis at the start of each academic year.