

## **Sponsored Students Attendance & Engagement Monitoring Policy 2025 – 2026**

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Approved by	Executive
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This document is available in hard copy and on the TEDI-London's Student Zone and internet sites. Please contact the Student Hub on campus or by email ([studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk)) if you have any difficulty in obtaining a copy that you can read or find any aspect of these regulations difficult to understand.

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## **1. Introduction**

- 1.1 The Engineering and Design Institute London (TEDI-London) courses place strong emphasis on attendance as a vital part of learning. Attendance-based activities are intentionally designed to promote learning through hands-on experience and direct interaction with academics and peers, while making full use of campus facilities. These activities are closely aligned with the course learning outcomes and assessment strategies.
- 1.2 As a UK Visas & Immigration (UKVI) licensed sponsor TEDI-London must comply with specific duties laid down by the government. This includes ensuring that sponsored students are academically engaging throughout the period for which they are being sponsored.
- 1.3 The UK Visas & Immigration requires TEDI-London to have systems in place to record and monitor international student engagement and make this information available to them for inspection if requested.
- 1.4 TEDI-London is required to report all instances where students fail to enrol or re-enrol, fail to attend, or engage with their studies, or otherwise fail to comply with the terms of their visa.
- 1.5 If you hold a Student Visa and are studying with us, you are obliged to meet the rules and regulations set out in the current UKVI policies as well as the policy governing TEDI-London sponsorship.
- 1.6 If you fail to comply with the terms of your Student Visa you will have your sponsorship withdrawn by TEDI-London and will be required to exit the UK.

## **2. Definitions**

- 2.1 'Attendance' is defined as being present at all timetabled activities (i.e., those that are shown on the Student Zone).

'Engagement' is defined as a student's active participation in all aspects of their studies this may include such activities as defined by UKVI as: attending required lectures, seminars or tutorials, undertaking required laboratory work, undertaking research or fieldwork, submitting essays, assignments, attending examinations and attending supervision meetings.

Our sponsored students are required to have at least 80% academic attendance / engagement.

Students register attendance by logging into the Student App section of the Student Zone.

- 2.2 'SRS' is an online software platform that TEDI-London uses to monitor student attendance.
- 2.3 'Canvas' is TEDI-London's Virtual Learning Environment (VLE) used by staff and students to support your modules and courses. The VLE is a key learning resource and you will access it frequently throughout your course to:
- access learning resources including reading lists and course work;
  - participate in learning activities;
  - submit assignments;
  - receive feedback and marks;
  - communicate with peers and academics; and
  - access your timetable.

### **3. Scope**

- 3.1 This policy applies to all international students subject to UKVI requirements, studying at degree level and above. This includes students on Study Abroad or industrial placement.
- 3.2 Some courses may have additional specific attendance requirements to meet professional body requirements. Where this is the case, this will be clearly stated in the programme specification. Students on courses with an attendance requirement for professional registration must adhere to any absence processes to ensure that absences are recorded correctly.
- 3.3 For more information contact the Student Hub Team on campus or by email ([studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk)).

### **4. Expectations**

- 4.1 We expect you to attend all your timetabled activities.
- 4.2 If you are unable to attend your timetabled session, you should report this as soon as possible, with an explanation, via the Student App or by emailing the Student Hub at [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk). TEDI-London expects students to behave in a professional manner when absent and this replicates expectations in the workplace.

### **5. Registering your attendance on the system**

- 5.1 You need to register your attendance at each timetabled event by logging into the system via the Student App.

- 5.2 You must not register attendance for another student or ask another student to register your attendance. Disciplinary action may be taken if it is identified that such behaviours have taken place.
- 5.3 You should regularly check your published timetable as, on occasion, changes may occur.
- 5.4 If you forget to register your attendance while you are on campus, please let us know by emailing [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk).

## **6. Absence**

- 6.1 We understand that things happen, and you may not always make it on to campus. If you know in advance that you won't be able to make it, just let us know via the Student App or by emailing the Student Hub at [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk) so that it's noted on your student record.
- 6.2 If you are experiencing any difficulties which are impacting your ability to attend timetabled activities, please get in touch with Student Hub via email at: [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk), who will be able to advise and support you appropriately.
- 6.3 Our aim is to ensure that you succeed in your studies, and we are here to support you in achieving this.
- 6.4 If you miss several timetabled activities, and have not advised us of your absence, TEDI-London will follow the 4-stage process as outlined below:

## **7. Actions Taken Where Engagement is low**

- 7.1 We have a four-stage attendance support process which will be enacted if your attendance or engagement is unsatisfactory.
  - 7.1.1. Stage 0  
If at any point you are considered to have not met the expected attendance and engagement targets, the Registry and Academic teams will discuss your situation to consider your attendance and engagement. If it is decided that informal and supportive discussions will be effective in remedying your attendance and engagement, you will be spoken to by a member of the Academic team or the Registry team.
  - 7.1.2. Stage 1  
If at any point you are considered to have not met the expected attendance and engagement targets you will be contacted formally by the Registry team

to discuss this and to organise any additional support to help you in your studies.

7.1.3. Stage 2

If you fail to respond to the Registry contact and/or do not show significant signs of improvement at the next monitoring point, you will be required to attend an Attendance and Engagement Review meeting with a member of the Registry Team and an academic to discuss how the situation can be improved. As part of this meeting, an action plan will be developed by to support you in your attendance and engagement.

7.1.4. Stage 3

If you fail to respond to attend the Attendance and Engagement Review meeting and/or do not show significant signs of improvement at the next monitoring point, your case will be forwarded to your Year Lead for consideration. Via a meeting with your Year Lead and a member of the Registry Team, it will be decided whether it is reasonable for you to continue your studies given the circumstances. This meeting will go ahead whether you attend or not.

7.2 Following the Stage 3 meeting, you will be notified by email the outcome of the discussion and the available options to you. You are eligible to appeal any decision made and can do so by providing a written statement addressed to the Associate Dean. You have 5 working days from the date the email was sent to you to submit a written appeal outlining any additional information you would like the Associate Dean to consider. Once a decision has been made you will be notified of the outcome in writing within 10 working days.

7.3 If non-attendance or engagement is significant or has been a recurring issue, we may proceed to escalate your case straight to stage 1, 2 or 3 to consider further action. This might include you temporarily interrupting your studies or withdrawing from your programme, both of which may lead to a curtailment of our sponsorship of your visa and your obligation to leave the UK.

## **8. Changing / transferring your course**

8.1 You must seek advice from the Student Hub Team before requesting a transfer by contacting [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk).

8.2 If the course change is permitted under Student Visa regulations, the Student Hub Team will inform the Home Office of this change within 10 working days.

8.3 Depending upon the change of circumstances, this may affect the length of leave on your visa.

- 8.4 If the new end date is after the Student Visa expiry date, you will need to request a new CAS to extend your visa.
- 8.5 If you have any questions about a course change and how it may affect your visa status, email [studenthub@tedi-london.ac.uk](mailto:studenthub@tedi-london.ac.uk).

## **9. Authorised Absence**

- 9.1 If you need to be absent during term time, you must request an Authorised Absence approval from Student Hub Team and provide relevant documentary evidence.
- 9.2 If you are simply travelling for a holiday, you must arrange such trips outside of term dates.
- 9.3 Any authorised absence must not affect your studies or become the reason for a future visa extension.
- 9.4 Reasons could include:
- a family emergency/bereavement
  - illness
  - applying for a visa extension overseas
- 9.5 The time you will be absent should only be for a period of up to two weeks at any one time.
- 9.6 If the time you are away becomes longer than the agreed period, the case will be reassessed and may result in you being placed on a break and your visa cancelled.
- 9.7 It is important that you have the Authorised Absence letter with you when travelling back to the UK after your trip. If you do not have it with you, you may be detained for questioning whilst the Home Office contacts TEDI-London for clarification.

## **10. Returning home to complete studies**

- 10.1 If you are a student and request permission to leave the UK and complete your course/submit work remotely, this will usually require TEDI-London to withdraw sponsorship. This will result in the UKVI curtailing leave.
- 10.2 You should only intend to leave the UK if you do not need to return to meet supervisors and/or access resources and/or complete any outstanding on-campus academic work.

## **11. Other changes you must tell us about that may affect your attendance**

- 11.1 To protect your student and immigration status you must inform us if you:

- a. complete your course early
- b. defer (i.e. temporary interruption) or take a break (more than 60 days) from your studies
- c. claim/are awarded mitigating circumstances\*

11.2 In all cases, you must speak to the Student Hub Team in the first instance. They will take the appropriate action and liaise with the Academic Team and UKVI as necessary.

\*Please note: award of mitigating circumstances does not guarantee that you will be eligible for further sponsorship under the Student Route visa.

## **12. Suspension for non-payment of tuition fees**

Students who are suspended from their course due to non-payment of tuition fees will usually be considered non-compliant with UKVI requirements as per TEDI-London and will usually have their visas curtailed.

## **13. Capstone Project**

Students undertaking capstone projects (i.e. a dissertation, design or portfolio) as an integral part of their course will be monitored through weekly reporting.

## **14. Early Completion**

If you complete your programme earlier than expected, we will make a report to the Home Office and the end date for your visa will be brought forward.

## **15. Change in enrolment status**

15.1 If you decide to interrupt or withdraw from your programme, you must inform the Student Hub team as soon as possible. We will inform the Home Office if:

- You are required to repeat without attendance
- You interrupt your studies
- You withdraw, or are withdrawn, from your programme.

15.2 This means the Home Office will curtail (cancel) your Student Visa. You should therefore arrange to leave the UK at the first available opportunity. Once your visa is curtailed you will receive notification from the Home Office.

## **Annex A: Responsibilities**

### **Students are responsible for:**

- Understanding and adhering to the conditions of your Student Visa
- Attending and engaging fully with your studies
- Registering your attendance on the Student App for all of your timetabled events.
- Keeping your email, address, and telephone number contact details up to date.
- Responding to emails from the Student Hub Team and the Academic Team regarding attendance
- Informing the Academic Team at the earliest opportunity if you are unable to attend or engage with your studies
- Providing evidence for any periods of absence
- Completing and submitting an Authorised Absence request where relevant

### **The Student Hub Team is responsible for**

- Ensuring that TEDI-London is fully compliant with Home Office's regulations.
- Contacting you periodically regarding your immigration records and the conditions of your visa
- Noting and attending absence concern meetings
- Notifying UKVI of interrupted and withdrawn students in accordance with Home Office regulations at the time of interruption or withdrawal
- Following up on attendance concerns identified by Personal Tutors
- Issuing Attendance and Engagement Plans
- Advising the Associate Dean of students who need to be withdrawn.

### **Module Academics are responsible for**

- Reminding students of the importance of regular attendance and engagement.
- Keeping alert on student progress.
- Flagging up a period of absence or pattern of absence to the Student Hub team, Year Lead and Personal Tutor.

### **Personal Tutors are responsible for**

- Clarifying their role in relation to support, retention, and management of attendance/engagement
- Checking their students' attendance records if absence issues have been identified
- Referring international students sponsored under the Student Visa Route to the Student Hub Team
- Referring students to other sources of support that may be available to them via the Student Hub Team
- Initiating Attendance and Engagement absence procedures
- Keeping alert on student is attending again.



**Year Lead Academics are responsible for**

- Ensuring that students are informed of the importance of regular attendance of, and engagement, in scheduled sessions - through programme induction (new and continuing students), and by referring to this policy and information in the Student Zone programme documentation.

**The Associate Dean is responsible for**

- Authorising the withdrawal of students who have failed to attend.
- Ensuring academic staff are aware of the Attendance and Engagement Policy and are promoting it to students and implementing it appropriately.