BLOOMSBURY INSTITUTE LONDON

Important information for Bloomsbury Institute Students

The Student Engagement and Attendance Policy below is issued by Birkbeck, University of London, our awarding partner. As a validated partner institution, we follow Birkbeck's policy framework for students requesting an interruption.

If you are uncertain about:

- how any part of this policy applies to your course, or
- where to access the equivalent Bloomsbury Institute support,

please contact Academic.Administration@bil.ac.uk, who will be happy to advise you.

Our aim is to ensure you are fully supported should you need to take an interruption during your studies.

1. INTRODUCTION

1.1 This Policy outlines the mandatory attendance requirements and expectations of all registered undergraduate and postgraduate students enrolled on a credit-bearing course, with scheduled teaching as well as undergraduate, postgraduate or research students sponsored for a Student visa by Birkbeck, University of London (hereafter referred to as 'Birkbeck' or 'the University'). Adhering to this policy is a condition of registration and enrolment which students accept when agreeing to the University's Terms and Conditions.

1.2 The University has adopted a blended approach to teaching and learning for its taught provision, with interactive teaching sessions supported by high-quality learning materials. Interactive teaching sessions may take place in-person or online, depending on the study style of the programme. Students are expected to attend all mandatory in-person or online timetabled teaching events for their programme which includes remaining for the duration of the class. For some students the policy outlines additional attendance requirements resulting from their student status, programme, funding or visa.

1.3 The University collects and monitors student data for the purposes of supporting engagement with learning and teaching. This data includes how students engage with online learning materials, University services and attendance at online teaching events (recorded in the University's computer systems) as well as when students tap their ID card to confirm attendance at in-person teaching venues. If students are not actively engaging with their studies, the University may contact them to check on their welfare or to signpost them to services to help them succeed. All data is held in accordance with the Data Protection Act and General Data Protection Regulation and is described in our privacy notices.

2. WHY ARE ATTENDANCE AND ENGAGEMENT IMPORTANT?

2.1 Students are active participants in the Birkbeck learning community. It is therefore important that they take responsibility for achieving their academic potential through attending and participating at teaching events, engaging with learning materials and seeking further help, support and advice when they require it. Students make a considerable investment in time and money when choosing to register and enrol for a programme of study. The University therefore has a responsibility to follow up on non-attendance, so that students can be supported and given every opportunity to complete their studies. Learning is a shared experience, and attendance is critical so that students can:

- 2.1.1 learn from the expertise of teaching staff and contributions from other students
- 2.1.2 contribute to the collective learning experience by actively participating in classes
- 2.1.3 benefit from the support of a learning community in their classes
- 2.1.4 cover all course content to enable them to meet the learning outcomes of the course
- 2.1.5 ensure they have all the programme information and are well prepared for assessments

- 2.1.6 complete any practical or group work (including working with others in classes)
- 2.1.7 gain and develop further skills for employment or career progression.

2.2 Frequent non-attendance means students do not benefit fully from the Birkbeck learning experience. Non-attendance impacts collaborative projects and peer work and it is consistent with lower module marks and lower degree classifications, achievement or awards. It may also ultimately lead to assessment failure and non-completion of the programme. Students who engage with all aspects of study benefit most from their course.

2.3 All students are liable for the tuition fee set by the University and may have opted to take out a UK government loan or pay via an instalment plan. The University monitors attendance and engagement for the Student Loans Company (SLC) to accurately assess a student's eligibility for fee and maintenance support and to ensure the University receives the correct tuition fee payments. The University also monitors international students on a Student Visa to comply with UK Visas and Immigration (UKVI) requirements. The University uses numerous contact points throughout the academic year to record and review attendance, to help demonstrate that students meet the required contact points and are engaging academically. The Office for Students (English Universities' regulatory body) indicates in its Guidance for Sponsors that full-time programmes of study should require students to attend for periods amounting to at least 24 weeks during the year. A lack of engagement and attendance may indicate a student is at risk of withdrawing, failing or underperforming and can have consequences for the receipt of government financial support and discretionary bursary support. The University also monitors attendance to meet the conditions of funding from other countries, such as US Federal Student Aid.

3. STUDENT RESPONSIBILITIES

3.1 The University expects students to:

- 3.1.1 Enrol for their programme of study as directed by the University, within the agreed period.
- 3.1.2 Attend all orientation and induction activity organised by the University, faculties or schools.
- 3.1.3 Engage with their programme of study by attending all mandatory in-person or online timetabled teaching events and any other events or activities defined as mandatory in Programme Information on Moodle (see Appendix 1 for definitions of terms). It is also recommended that students attend all optional sessions where possible.
- 3.1.4 Declare any absences to their academic school and when they expect to return to their studies, should an unforeseeable event occur that prevents them from attending.
- 3.1.5 Adhere to any additional attendance requirements associated with their funding or visa sponsorship. Certain students need to attend some or all their teaching events in-person, to ensure their eligibility for funding e.g. SLC maintenance loans, or to

meet the requirements of their Student visa. International students should read paragraphs 30 onwards below carefully.

- 3.1.6 Register their attendance at every teaching session by following the University guidance, which is to either swipe into the classroom using the student identity card, confirm attendance via a paper register, or log into an online session via the Join Live Session link in My Birkbeck timetable or Moodle, which has been sent to them by the academic school. Students should log into online events using their University log-in. Students must use their student ID card to swipe into each learning and teaching event when in a University-managed facility, using a card reader. If the reader is not working, it should be reported to the individual delivering the teaching who will then report this via ASK.
- 3.1.7 Attend any meetings the University may arrange to signpost them to services to help them succeed, in cases where they are not actively engaging with their studies. If invited to a meeting, students must attend these meetings or make all reasonable endeavours to do so and where they are unable to, a written record of the meeting will be taken and provided to them.
- 3.1.8 Meaningfully and purposefully liaise with members of staff when contacted about attendance or engagement records (see paragraph 7.5).
- 3.1.9 Arrive in person or be logged in on time and stay for the duration of the teaching session.
- 3.1.10 Contribute to in-person and online teaching events as directed by teaching staff. Complete all provided preparatory work as directed to in Moodle (e.g. reading, pre-recorded videos/lectures or other activities) before attending teaching.
- 3.1.11 Participate in peer or group activity as directed.
- 3.1.12 Turn on cameras and microphones when required to, in an online teaching event.
- 3.1.13 Engage with examinations and assessments, attend timetabled examinations on time and submit assessed work when required.
- 3.1.14 Use their student ID card in a responsible way, which includes taking their student ID card to classes and assessment venues and presenting it to a member of staff if requested. Unauthorised use of their ID card, such as passing it to a third party to confirm their attendance will be considered a breach of this policy and will lead to further action under the student discipline policy and procedure.
- 3.1.15 Familiarise themselves with details of any specific programme or module engagement and attendance requirements, e.g. attending field trips. This information will all be available in Moodle. If unsure when to attend, students must contact their faculty for advice.
- 3.1.16 Follow any guidance provided to maintain health and safety and protect individuals or equipment. This includes, for example, protective clothing or wearing face masks.

4. TEACHING STAFF

4.1 The individual staff member delivering teaching must:

- 4.1.1 Update the attendance register in University systems within 48 hours of an in-person teaching event if they are using manual registers. This is essential to ensure the student record is correct.
- 4.1.2 Report via ASK any card readers not registering in-person attendance at their teaching event as soon as possible following the session.
- 4.1.3 Update the attendance register where any missing attendance data is identified.
- 4.1.4 Report any cases of potential misconduct (e.g. unauthorised use of ID cards such as scanning ID cards for other students or scanning cards and leaving) to the relevant Student Engagement Officer, who will inform the Director of Registry (or nominee).
- 4.1.5 Join in-person and online teaching events when scheduled and notify their school as soon as possible if they unable to attend, meaning that a class will need to be rescheduled.
- 4.1.6 Seek approval from the faculty to move any session from in-person to online (or vice versa).

5. FACULTIES

5.1 Faculties will:

- 5.1.1 Ensure programme information in Moodle clearly describes all expected contact points and mechanisms for reporting absence; the escalation mechanism, with respect to cases of continuing non-attendance/disengagement; and fitness to practice requirements, where applicable.
- 5.1.2 Maintain accurate and complete records in accordance with the Data Protection Act and General Data Protection Regulation (view our privacy notices) and that student attendance and engagement is monitored effectively.
- 5.1.3 Monitor student attendance data from the various University data sources used to support learning, teaching and assessment and refer students who are not attending or engaging to appropriate support mechanisms.
- 5.1.4 Notify International Student Administration (ISA) if a Student visa student is failing to maintain satisfactory attendance or engagement with their programme of study.
- 5.1.5 Where possible, give students and staff at least 24 hours' notice of a move of an in-person class to online, to allow students and staff time to make alternative arrangements to be able to join or deliver an online class. These changes will only be made in the event of unforeseen circumstances (e.g. severe weather conditions, travel disruption etc.) The session must be changed to online by professional support staff in the faculty.

6. DIRECTOR OF REGISTRY

6.1 Responsibility for ensuring appropriate records of student registration, enrolment and attendance are maintained lies with the Director of Registry (or their nominee). The Director of Registry (or their nominee) will contact faculties if insufficient attendance data is available or additional information is required.

7. ABSENCE, NON-ATTENDANCE OR NON-ENGAGEMENT

7.1 The University expects students to make every effort to attend. Students who are unwell and/or likely to be contagious should not attend classes where they are likely to pass on an infection to others (e.g. COVID-19). The University reserves the right to ask students not to attend if they have reported illness or potential infection and this will not impact attendance monitoring decisions.

7.2 The University expects students who miss a teaching event to endeavour to catch up with their learning. Where students expect to be absent for more than one week of timetabled learning, they are expected to make contact in writing with the relevant member of staff in their school, i.e. their lecturer, and arrange to ensure they can catch up on missed work. Students can apply for a break in their studies if needed; this will allow them to suspend their studies for up to two years, either for a period of two years or non-consecutive shorter periods that add up to a total of two years or less. However, they cannot apply for a break in studies of less than one term.

7.3 The Director of Registry (or their nominee) reserves the right to suspend, withhold, or seek reimbursement of funding given by or via the University, to students who do not meet the attendance or engagement expectations (see paragraph 2.3). The same principle applies to Student visa sponsorship (see section 11 onwards).

7.4 The University reserves the right to discontinue a student's registration and withdraw them from their programme, and inform the relevant funding body or sponsor, if they have consistently low or non-compliant attendance at mandatory teaching and learning events. The University will communicate withdrawal dates in writing (see paragraph 7.8).

7.5 The University has processes to monitor student engagement and attendance. Throughout the academic year, students who do not demonstrate high levels of engagement and attendance will be contacted and advised of the support available to help them improve. Students will also be reminded of the risks associated with consistently low attendance, which may lead to withdrawal of their enrolment and registration.

7.6 Where a student has consistently low, or non-compliant (see paragraph 9.1), attendance for more than 2 weeks, they will be contacted by email with a warning about the potential consequences of not complying with the University's attendance requirements. Students who continue with a pattern of low, or non-compliant attendance, will be written to again with a final warning. If, following this warning, the student does not commence attending their classes in a compliant manner, the Director of Registry (or nominee) will request for the relevant faculty to put the student on a break in studies or withdraw their enrolment and discontinue their registration. Students will be given the opportunity to appeal this action and provide any relevant evidence or additional information relating to their personal

circumstances for consideration by the University. This can include information relating to any inaccuracies in the student's attendance record. The appeal will be reviewed by the Director of Registry (or nominee) after which the final decision will be issued to the student. No further appeals will be considered after this.

7.7 The University will contact students to discuss their attendance and engagement if sufficient information is unavailable. If a student does not respond to these communications within the timescale requested, the Director of Registry (or nominee) reserves the right to inform the relevant funding body or sponsor. The Director of Registry (or nominee) will, where appropriate, withdraw a student's registration and enrolment. The University will communicate the date of withdrawal from a student's programme to them in writing.

7.8 The last day of attendance or engagement is the date the University is informed in writing that a student is withdrawing or suspending their studies. The University reserves the right to determine the date of withdrawal when there is a difference between the notified last date of attendance and the last date where there is evidence of the student engaging with their studies. This evidence includes lecture, seminar, lab session or examination attendance, a research student attending a one-to-one session with a supervisor, or assessment. If a student decides to stop attending, they must follow the Cancellation Procedure and consider the financial implications of withdrawal and/or suspension, as outlined in the Fees Policy. If the University has initiated a student withdrawal, the University will determine which final date applies and this will be based on evidence of the last point at which the student engaged with their studies.

7.9 Irregular or intermittent engagement is insufficient justification for submitting a Mitigating Circumstance request for an upcoming assessment (see Mitigating Circumstances Policy and Procedure and Guidance).

8. HYFLEX TEACHING AND IN-PERSON ATTENDANCE EXPECTATIONS

8.1 Birkbeck aims to provide a flexible teaching model. This means that where pedagogically appropriate some taught modules will enable students to join their classes remotely through HyFlex teaching. Students' access to HyFlex teaching varies depending on their level of study and student status:

8.2 All international students in the UK on a Student visa are required to attend all their mandatory classes on site at Birkbeck in Bloomsbury. This applies to both undergraduate and postgraduate taught students.

8.3 All home or international students in receipt of US federal loans are required to attend all their mandatory classes on site at Birkbeck in Bloomsbury. This applies to both undergraduate and postgraduate taught students.

8.4 All home postgraduate taught students can choose whether they wish to attend either online or in-person wherever HyFlex teaching is offered on a module.

8.5 All home undergraduate students not registered on a distance learning programme must attend at least one in-person teaching event each week. Where HyFlex teaching is available, they may attend remotely for up to 30% of the teaching events on any individual module, as long as they attend least one in-person teaching event each week overall.

9. STUDENTS WITH STUDENT LOANS COMPANY (SLC) LOANS

9.1 The majority of undergraduate programmes at Birkbeck are registered with the SLC as 'In-person' programmes which require regular attendance on campus. This allows eligible students to apply for maintenance loans from the SLC. Students applying for funding from the SLC are therefore expected to maintain regular in-person attendance unless they are enrolling on a registered Distance Learning programme.

9.2 Data on attendance and engagement is used to determine if students are meeting the attendance requirements set by the University in order to comply with Student Loans Company (SLC) regulations. If a student is not attending or engaging at a point of census, the University may suspend any maintenance loan until the student has re-engaged with their studies and resumed regular attendance in line with expectations outlined in this policy. If a decision is made to withdraw the student, this will be reported to the SLC, ending all future payments.

9.3 To ensure compliance with Government and SLC regulation, the University requires students who are in receipt of SLC maintenance loans to have a minimum level of regular in-person attendance. The University delivers some classes via Online or HyFlex study (see Appendix 1 for definitions), however students with SLC maintenance loans who wish to make use of these delivery methods must still maintain regular in-person attendance (see paragraph 1.2).

9.4 As with other undergraduate students, those in receipt of SLC maintenance loans must attend at least one in-person teaching event each week that they have timetabled teaching events. If a student has only one timetabled event in a week, that event must be attended in person. Students who do not attend in-person classes on a weekly basis may have their access to Online and HyFlex study removed.

9.5 The University reserves the right to discontinue a student's registration and withdraw them from their programme, and inform the SLC, if a student in receipt of an SLC maintenance loan does not attend in-person classes on a weekly basis. The University will communicate withdrawal dates in writing (see paragraph 7.8).

10. DISTANCE LEARNING

10.1 The University offers some programmes with Distance Learning or HyFlex study that may enable students to study online for all, or the majority, of their programme. In certain circumstances students who are enrolled on in-person programmes and are unable to study regularly in person may choose, or be required by the University, to move to a Distance Learning version of their programme to reflect their actual mode of study. Students moving to Distance Learning should meet with their personal tutor to discuss the transition and

confirm if online study is possible on their programme. Any such move can only occur where there is a Distance Learning version of the programme and is subject to the University's approval and not guaranteed. Students must also check any implications that this may have for any funding they receive, as many funding sources are only available to students studying in person. Students studying online via Distance Learning or HyFlex are still required to attend their mandatory live teaching events (see paragraph 1.2).

11. INTERNATIONAL STUDENTS

11.1 Students issued with a Confirmation of Acceptance for Studies (CAS) are in the United Kingdom primarily for the purpose of education and must attend and engage with all aspects of their studies. This means students must attend all timetabled sessions and actively follow their programme of study. This attendance should be in person, on campus.

11.2 The University's Student Visa Sponsor Licence Authorising Officer is the Chief Financial Officer. The Chief Financial Officer delegates to the Director of Registry (or nominee) the operational responsibility for ensuring appropriate policy, process and communication are in place to support attendance for students who have been issued a CAS by the University.

11.3 Within Registry, International Student Administration (ISA) implements the visa attendance requirements and related provisions of this policy; they are supported by Student Engagement Officers and Administrators. Several different data sources are used to identify students who are not attending.

12. TAUGHT PROGRAMME REQUIREMENTS - INTERNATIONAL STUDENTS

12.1 Taught programmes are defined as Bachelor's and Master's degrees, Graduate and Postgraduate Diplomas and Master's of Research (MRes) and may have different monitoring requirements (see Appendix 1 for definitions).

12.2 The University delivers some classes via Online or HyFlex study. However, under UKVI regulations, international students with Student visas on taught courses are prohibited from attending their mandatory classes online and must attend in-person. The only exceptions to this are in the following scenarios:

- 12.2.1 students whose programme contains a limited number of modules that are delivered online, resulting in a small percentage of the overall programme having online delivery; details of the percentage of online delivery for these students will be stated on their CAS. Students must still be based in the UK; or
- 12.2.2 the general student body is affected by an unforeseen situation where continuity of education provision is interrupted and online delivery is necessary (for example, industrial action, extreme weather or periods of travel restriction); or
- 12.2.3 usage of online delivery for a specific student is required to prevent discrimination against the student on the basis of their protected characteristic under the Equality Act 2010. These exceptions will be assessed by the University together

with evidence submitted by the student, and with other relevant University policies; or

- 12.2.4 students who are on an approved period of off-campus study.

12.3 International students must attend all timetabled classes and engagement activity (see Appendix 1) within the teaching terms. International students who fail to attend at least one in-person timetabled teaching activity each teaching week will be contacted in line with the thresholds in Appendix 2.

12.4 Where the University contemplates withdrawing an international student's visa sponsorship, this will be subject to review and decision by the Director of Registry (or their nominee) and the relevant Executive Dean (or their nominee) of the faculty in which the international student is registered.

12.5 Appendix 2 outlines alerts sent to students who do not meet the consecutive teaching week requirements, as well as those who miss 30 or 45 teaching days. The University will communicate with international students before visa withdrawal, alerting them to attendance or engagement issues. These communications will include signposting them to the necessary support services (see Appendix 2).

12.6 During a period of retake or reassessment, the standard programme progression rules contained in the Common Award Scheme Regulations for Taught Programmes of Study permit international students to study a reduced number of credits. Students taking a reduced credit load are permitted to continue with Student visa sponsorship during this time, as they continue to be registered on a full-time programme. However, international students must have in-person timetabled activities on campus in each term during this period that meet the attendance requirements outlined in this policy, to enable continued visa sponsorship. International students undertaking only reassessment or retaking a module without any timetabled sessions, are not eligible for visa sponsorship.

13. TAUGHT STUDENT DISSERTATION PERIODS - INTERNATIONAL STUDENTS

13.1 The University accepts that there will be minimal teaching points during an international student's dissertation period. However, the underlying principle is that all international students should have an academic engagement at least once every 45 teaching days. Engagement for international students who are in a dissertation period with no taught elements will be based on the international student's regular contact with a relevant member of the faculty, including in-person meetings with a dissertation supervisor, attendance at in-person mandatory seminars, submission of written work and attendance at examinations.

14. POSTGRADUATE RESEARCH REQUIREMENTS - INTERNATIONAL STUDENTS

14.1 For international students enrolled on a postgraduate research programme, attendance is monitored via supervisor meetings, mandatory research seminars, annual progression review and vivas. A minimum of three events should take place per term and during the

summer months (July to September) and at least two of these must be in-person meetings. Students must attend these meetings while based in the UK unless off-campus study has been approved to allow them to be away from the UK. These contacts should take place each month and be logged in the Research Track system to enable prompt confirmation of engagement.

14.2 The University recognises that there may be a lower frequency of supervisory meetings or reduced teaching requirements during the writing-up and post-submission period, as well as the fact that postgraduate research students are entitled to up to 25 days annual leave. However, the underlying requirement is that all students have an academic engagement at least once every 45 teaching days.

14.3 The MRes programmes outlined in Appendix 1 are monitored using the postgraduate research attendance requirements in this section. All other MRes programmes in the University use the taught attendance requirements.

15. ENGLISH PRE-SESSIONAL ATTENDANCE REQUIREMENTS

15.1 The Pre-sessional English course is a short preparatory course held immediately before the start of term. Due to its short length, attendance requirements for this differ from the main attendance requirements set out in this Policy.

15.2 Students who attend the Pre-sessional English course are expected to attend all scheduled classes which includes remaining for the duration of the class. Students who have two cumulative absences from classes will be required to attend an attendance follow-up meeting, and those who have three cumulative absences will be withdrawn from the Pre-sessional course and their main programme of study. See English Pre-sessional terms and conditions for more information.

16. AUTHORISED ABSENCES - INTERNATIONAL STUDENTS

16.1 International students can request a period of authorised absence for a maximum of 45 teaching days, provided the absence does not result in an extension to their expected programme completion date. During this absence, neither attendance nor engagement is required or permitted but Student visa sponsorship continues. Approval for this period of absence is required from both the relevant academic member of staff (for example, the Programme Director or Personal Tutor) and ISA. Requests for authorised absences must be submitted via the ASK query system and should be submitted before the absence.

17. OFF-CAMPUS STUDY - INTERNATIONAL STUDENTS

17.1 Off-campus study is defined as any period where an international student is away from the Bloomsbury campus and Student visa sponsorship continues. This is distinct from authorised absence, as the student will continue to engage in their studies whilst away from campus. This can include mandatory field trips, study at overseas institutions, work placement, writing up of a final year dissertation, or essential research work outside the UK. Full requirements for students undertaking study at overseas institutions and work

placements can be found in Appendix 4. For other forms of off-campus study not covered in this policy, an appropriate form of engagement will be determined for each case and may include regular meetings with academic tutors or other University staff, attendance at exams or timetabled optional events and submission of coursework.

17.2 The length of any off-campus study should be proportionate to the work that is required to be undertaken and should not undermine the core requirement for a student to be in the UK studying a full-time programme. Requests for off-campus study which are determined as not meeting these requirements will be rejected and may result in the University withdrawing Student visa sponsorship. The University will consider a new period of sponsorship when the student is ready to resume their study at the Birkbeck campus.

17.3 Attendance requirements outlined in Appendix 2 and Appendix 3 continue to apply during a period of off-campus study but with the following exceptions:

- 17.3.1 International research students can complete their three meetings online.
- 17.3.2 International students on undergraduate and postgraduate taught programmes who undertake work placement, must continue to attend all other timetabled, in-person teaching events during a period of off-campus study. The only exception to this is if there is a mandatory requirement for the student to be away from the Bloomsbury campus, for example, attending a mandatory field trip.
- 17.3.3 Final year postgraduate taught students may be permitted to write up their dissertation from overseas, provided this takes place outside the published term dates.

17.4 Requests for off-campus study must be submitted via the ASK query system no later than 15 working days before their intended departure date. The request will not be formally accepted until it has been approved by both the relevant faculty representative and ISA.

17.5 The agreed off-campus study period and the relevant details, including the location of off-campus study and expected return date, will be reported to UKVI in accordance with the Student sponsor guidance. The student must report their return both to their faculty and to ISA by the agreed date so that visa sponsorship can continue. If the student anticipates that they will be unable to return by the agreed date, they must inform their faculty and ISA as soon as possible. They should confirm this before the original return date to determine whether an alternative date can be agreed in advance.

18. STUDENTS WITH US FEDERAL LOANS

18.1 Students in receipt of US Federal loans are required to maintain consistent attendance on their programme of study. We are required by US Federal regulation to contact students after two weeks of absence, and determine whether they will return to study or withdraw. Students who do not respond to communications from the University about attendance, and/or do not resume attendance in the timeframe given will have their US Federal loan funding withdrawn, in accordance with our Return of Title IV policy.

19. SABBATICAL OFFICERS

19.1 Student visa holders who undertake a role as a Student Union Sabbatical Officer continue to receive visa sponsorship by the University. They therefore must continue to demonstrate engagement during this role. Students who pause or have recently completed their studies must ensure they confirm engagement with their manager once per month. Students who are combining study with their part-time Sabbatical Officer role must continue to engage in their studies each week, whilst limiting their role to 20 hours or less per week during term-time. Students who do not engage for 45 days or more will have their sponsorship withdrawn.

20. APPEAL PROCESS

20.1 International students who do not meet the attendance requirements are provided with multiple opportunities to present relevant evidence or information about their circumstances during the monitoring process. However, once a student has been notified that they have failed to meet the requirements and will therefore be withdrawn, the student may submit a final appeal. Students who wish to appeal must do so within 48 working hours of receiving the final withdrawal notification. This notification will include how to appeal, the deadline, and other relevant details.

FURTHER READING

The following policies should be read by all students in conjunction with this policy:

- Terms and conditions of study, 2026-27 (PDF)
- Student terms and conditions for Birkbeck English Pre-Sessional Course (PDF)
- Discontinuation of a student's registration policy and procedure
- Fees policy
- PGR code of practice
- Parental leave for research students

POLICY REVIEW

- **Created**: June 2015
- **Latest update**: September 2026
- **Date of next review**: 2027-28 academic year
- **Owner**: Director of Registry
- **SLT owner**: DVC Education and Student Experience
- **Committee oversight**: Education and Student Experience Committee for Academic Board

APPENDIX 1: DEFINITION OF TERMS

ATTENDANCE (ALSO SEE STUDY STYLE)

Relates to timetabled learning, teaching or assessment events or activities that students must attend in person or online*. These are scheduled by the academic school and include field trips, laboratory work, lectures, seminars, supervisions, personal tutor sessions and practicals.

It also relates to participation in formative and summative assessments in class and attending examinations.

* Please note that there are specific in-person attendance requirements for Student visa holders and certain types of funding e.g. SLC maintenance loans or US federal loans. Online attendance may not be acceptable in these cases.

MANDATORY

Relates to any learning, teaching or assessment events or activities that are timetabled by the academic faculty that students must attend.

ENGAGEMENT

Is a holistic term, relating to pre or post teaching event activities (e.g. pre-reading, watching pre-recorded videos or completing pre or post session work in Moodle) meeting with a member of staff for inductions, demonstrations, individual tutorials, learning support sessions or workshops and preparing and submitting all summative and formative assessed work on time.

PROGRAMME OF STUDY

The course on which a student is registered and enrolled.

SCHEDULED

Activities that are timetabled by the academic faculty.

TEACHING **DAYS**

Calendar days, excluding official vacation periods during Christmas and Easter, as outlined on Term Dates and Holiday Closing web page.

TERM **TIME**

Refers to the period that the University is in session. Birkbeck programmes of study are typically taught across an academic year comprising three terms. All full-time postgraduate taught students (including MRes) and research students must study for a full calendar year, except during the Christmas and Easter closing periods. This allows postgraduate taught students to complete their dissertation in time for

submission at the end of September (or in January for students who start their programme in January). Students who hold a Student visa will be restricted to the maximum working hours per week stated in their visa during their studies. This might differ for some undergraduates and postgraduate diplomas students. Students should contact their academic school for more information.

TIMETABLED

Activities that are scheduled by the academic faculty and are mandatory.

DELIVERY METHOD

Describes the way in which a module is delivered for a particular teaching group. The types of delivery method are outlined below. Please note that all modules have at least one teaching group but some modules will have more than one teaching group. Each of a module's teaching groups must be assigned a single delivery method, however, different teaching groups of the same module can have different delivery methods.

- In person - all mandatory timetabled events for the teaching group are in-person.
- Online - all mandatory timetabled events for the teaching group are online.
- Mixed - there is a mix of in-person and online mandatory events for the teaching group.
- HyFlex - the teaching group has mandatory timetabled events that are concurrently delivered in-person and online.
- Project/dissertation - there are generally no mandatory timetabled events for the teaching group.

STUDY STYLE (ALSO SEE ATTENDANCE)

Study style describes what delivery methods students are expected to undertake when on a particular programme route. Each route for a programme will have a study style associated with it and any students enrolled on it will have the corresponding study style associated with their student record. The types of study styles are outlined below. All routes will have a single study style but different routes on the same programme can have different study styles.

- On campus - with no compliance-based attendance requirements. Students will generally have teaching groups that have an in-person delivery method. There may be circumstances where these students select a teaching group with a different delivery method but the expectation is that they will primarily be assigned to in person teaching groups.
- On campus - with compliance-based attendance requirements*. Students should only be assigned to in-person teaching groups. **

- Flexible learning - students can be assigned teaching groups with any type of delivery method.
- Online - students can only be assigned teaching groups with an online or hyflex teaching method with the understanding that they will only be attending the online version of any hyflex teaching groups.

* Compliance based attendance requirements are primarily related to students with a Student visa and students in receipt of an SLC maintenance loan.

** Specific exceptions to this are managed via a waiver system subject to consultation with Registry (International Student Administration and Student Funding Administration).

MRES MONITORING

International students enrolled in an MRes programme that includes a 120-credit research module are monitored using the Postgraduate Research Requirements. Example programmes are as follows: MRes Chemical Research; MRes Global Infectious Diseases; MRes Psychology and MRes Structural Biology

Note: Delivery methods and study styles are taken from the current teaching model and this is how the University currently defines this. See the SharePoint page for more information.

APPENDIX 2: INTERNATIONAL STUDENT ABSENCE ALERT STAGES

The following lists outline the actions taken where there has not been in-person attendance. The University reserves the right to withdraw sponsorship prior to the final stages, if the student has a poor overall attendance record but has not yet reached the final stage.

LIST 1

International students on taught programmes with timetabled weekly events.

- **Stage one (two consecutive weeks of absence from in person events)**: The international student is sent an email by Registry notifying them of missed timetable events. The faculty will be informed.
- **Stage two (three consecutive weeks of absence from in-person events)**: The international student is sent an additional email by Registry and a meeting between the faculty and the international student is recommended. Its purpose is to remind the student of their visa obligations and to signpost

relevant academic and student support services as appropriate. This can be an in-person or online meeting, which the international student must attend. The international student may bring a supporter with them. The supporter may not be a legal representative and is not permitted to represent the student or speak on their behalf.

- **Stage three (four consecutive weeks of absence from in-person events)**: The international student is sent a further email by Registry notifying them of missed timetabled events and a further meeting offered. Registry will investigate and document whether appropriate support and intervention measures have been put in place in accordance with the faculty and University policies and procedures, including consideration of mitigating circumstances. The international student may bring a supporter with them. The supporter may not be a legal representative and is not permitted to represent the student or speak on their behalf.
- **Stage four (five consecutive weeks of absence from in-person events)**: Final warning email by Registry.
- **Stage five (six consecutive weeks of absence from in-person events)**: The Director of Registry (or their nominee) withdraws the student's visa sponsorship and discontinues the student record for their programme of study.

In addition to the actions outlined in the list above, all students must have at least one attendance event or engagement every 45 days during term-time. If a student does not engage within 30 days, a warning email will be sent to the student. If the student fails to re-engage before reaching 45 days, a notification of withdrawal email will be issued.

LIST 2

International students on taught programmes.

- **30 consecutive days without in-person attendance or engagement**: Registry will send an email alert to the student informing them of non-engagement or non-attendance. The next engagement or attendance must occur before reaching 45 days.
- **45 consecutive days without in-person attendance or engagement**: The Director of Registry (or their nominee) will withdraw the student's visa sponsorship and discontinues the student's record for their programme of study.

APPENDIX 3: INTERNATIONAL POSTGRADUATE RESEARCH STUDENTS - ACTIONS TAKEN WHERE MINIMUM ATTENDANCE REQUIREMENTS NOT MET

The following list outlines the actions taken where there has not been attendance for consecutive academic events.

To enable prompt confirmation of the termly requirements, academic engagement should be logged within the Research Track system.

- **1: Amber** - The international student is sent an email by Registry notifying them of missed event or insufficient number of academic contacts. The faculty is informed and a meeting between the faculty and the international student is recommended. The purpose of the meeting is to remind the international student of their visa obligations and to be signposted to relevant academic and student support services as appropriate. The international student may bring a supporter with them. The supporter may not be a legal representative and is not permitted to represent the international student or speak on their behalf.
- **2: Red** - Registry and the faculty will investigate and document whether appropriate support and intervention measures have been put in place in accordance with the faculty and University policies and procedures, including consideration of mitigating circumstances. A range of academic and international student support services may be engaged as appropriate to support the international student. Registry will issue a final warning and invite the student to a final attendance follow-up meeting attended by representatives from both Registry and the faculty. The international student may bring a supporter with them. The supporter may not be a legal representative and is not permitted to represent the international student or speak on their behalf.
- **3: Final** - The Director of Registry (or their nominee) withdraws the international student's visa sponsorship and discontinues their student record for their programme of study.

In addition to the actions outlined in the list above, all students must have at least one attendance event or engagement every 45 days during term-time. If a student does not engage within 30 days, a warning email will be sent to the student. If the student fails to re-engage before reaching 45 days, a notification of withdrawal email will be issued.

- **30 consecutive days without in-person attendance or engagement**: Registry will send an email alert to the student informing them of non-engagement or non-attendance. The next engagement or attendance must occur before reaching 45 days.
- **45 consecutive days without in-person attendance or engagement**: The Director of Registry (or their nominee) will withdraw the student's visa sponsorship and discontinues the student's record for their programme of study.

APPENDIX 4: STUDY AT OVERSEAS INSTITUTIONS AND WORK PLACEMENTS FOR INTERNATIONAL STUDENTS

STUDY ABROAD

Where a programme permits an international student to spend time studying at another educational institution, Student visa sponsorship will continue provided the following requirements are met:

WORK PLACEMENTS

International students who have Student visa sponsorship are permitted to complete a period of work placement, provided the following requirements are met:

The student must complete a Work Placement Agreement form (available from ISA), which must also be approved by the placement provider and the Programme Director (or their nominee). The request must be submitted via the ASK query system no later than 15 working days before the intended placement start date. The placement must not commence until the request has been formally approved and reported to UKVI.

ATTENDANCE DURING STUDY ABROAD/PLACEMENT

In addition to attendance at taught sessions, international students on a work placement are required to meet in person with a relevant academic on a regular basis, outlined in the list below. International students who are not attending University modules at the same time as engaging in a work placement will be required to attend academic meetings more regularly.

STUDY ABROAD/WORK PLACEMENT REQUIREMENTS FOR INTERNATIONAL STUDENT (FREQUENCY OF ACADEMIC MEETINGS)

Attending work placement and studying Birkbeck modules (term time): Once per term

Attending work placement only or study abroad (term time): Once per month

Summer months: Postgraduate students attending work placement or study abroad (summer months): Minimum once every 45 teaching days

All students must have at least one attendance event or engagement every 45 days during term-time. If a student does not engage within 30 days, a warning email will be sent to the student. If the student fails to re-engage before reaching 45 days, a notification of withdrawal email will be issued.

International students who have a Student visa can also undertake work that is not assessed as part of their academic course. This could be a short-term role, a work placement or an internship and they can undertake this work in line with their visa conditions, which normally permit a maximum of 20 hours of work per week during term-time. No attendance monitoring is required for this type of work, as it is not assessed as part of their course.