

# Visa Sponsored Students Academic Engagement Policy and Procedure

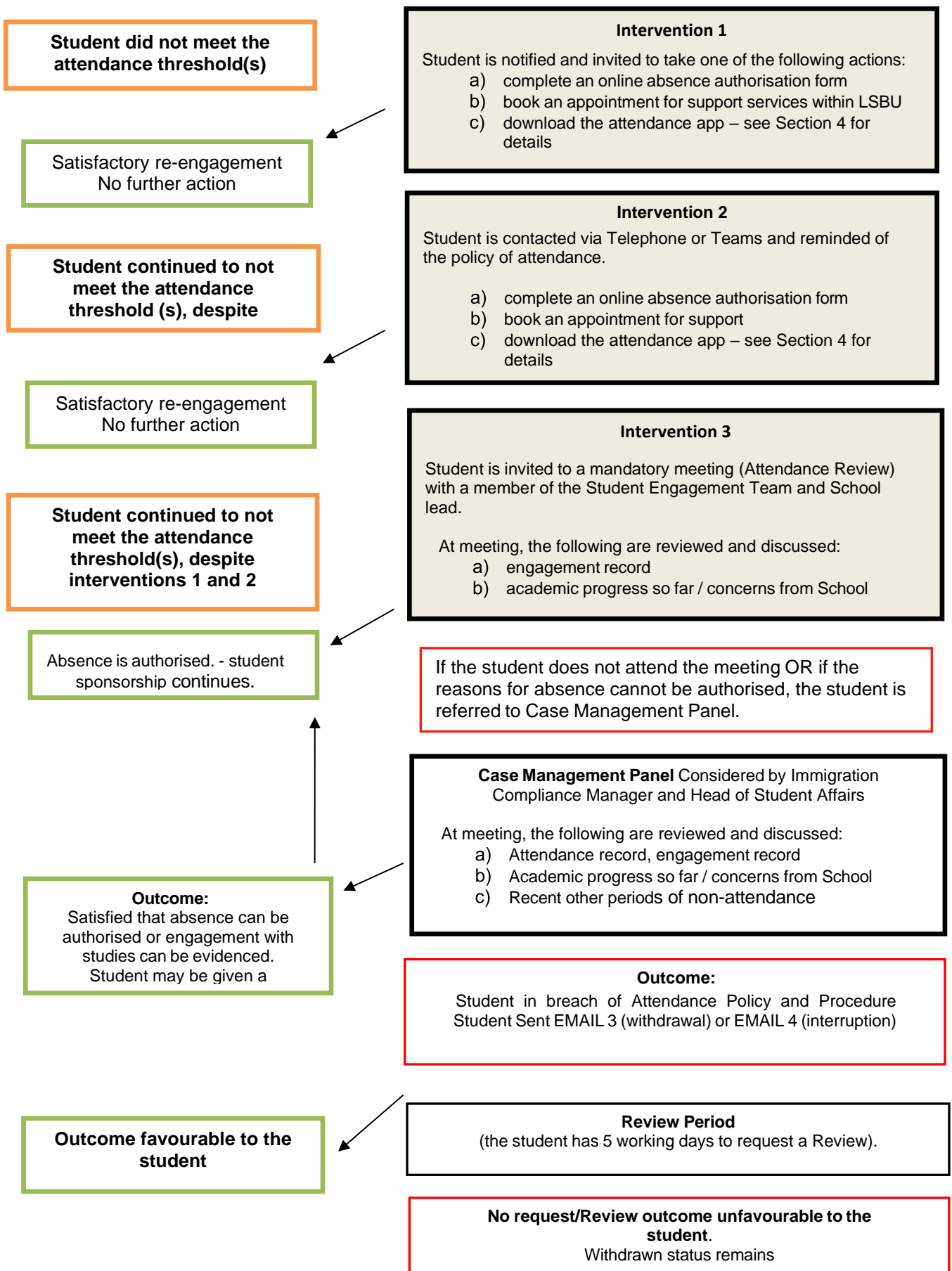
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## Visa Sponsored Students Engagement Policy and Procedure Flowchart



# Visa Sponsored Students Academic Engagement Policy and Procedure

## 1. Introduction

- 1.1. London South Bank University (“LSBU”) is committed to ensuring that students achieve the most out of their time at the institution, helping them to succeed. To support this the institution recognises that attendance and engagement is the key to academic success.
- 1.2. To help facilitate the process of engagement and attendance, the University uses an online platform to monitor attendance. Students will use a mobile app to register attendance and see a visualisation of their own attendance and engagement data. Please see Section 4.2 for further information
- 1.3. Engagement with curricular and co-curricular events are an important part of making the most of the opportunities that are available to students, including appointments with Personal Tutors, Course Directors, Module Leaders.
- 1.4. We monitor attendance and engagement for a number of reasons including:
  - 1.4.1 To identify students that may require further assistance from the University, either via academic or professional services and to actively contact signpost and refer them to appropriate services to help them re-engage with their studies,
  - 1.4.2 To help the students remove any/all barriers to engagement with their studies,
  - 1.4.3 To enable us to inform Student Finance England and/or sponsors/bursary providers that students are engaging with their course and thus qualify for funding,
  - 1.4.4 To withdraw students, where we have exhausted all procedures within this policy and are unable to facilitate the student engaging regularly with their course.
  - 1.4.5 To ensure we are meeting our responsibilities as a Home Office Student sponsor licence holder.
- 1.5. London South Bank University (“LSBU”) holds a Student sponsor licence. The licence allows LSBU to sponsor specific students to enable them to apply for a visa under Student route of the Home Office points-based system.
- 1.6. LSBU takes its status as a Student sponsor very seriously. As a Student sponsor licence holder, LSBU must demonstrate the highest level of compliance with sponsor duties which can be found in the Student Sponsor Guidance: <https://www.gov.uk/government/collections/sponsorship-information-for-employers-and-educators>
- 1.7. The Student guidance regulations specify that the University must ensure that

sponsored students are academically engaging throughout the period of sponsorship and that the University must withdraw sponsorship of students who fail to re-engage with their studies in certain circumstances. For more information on withdrawals, please see the University's Interruption and Withdrawal procedure that can be found at: <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

- 1.8. It is vital that students keep the University informed of any sickness or absence. Please read this policy carefully to avoid being deemed withdrawn for non-engagement.

## **2. Scope – who is covered by this procedure?**

- 2.1. This policy applies to undergraduate and postgraduate taught and research students who are currently sponsored by LSBU under the Student route (including those under the formerly named Tier 4 General visa).
- 2.2. It also applies to sponsored students who are off campus, undertaking work placements, internships or writing up their dissertation.
- 2.3. Students who are on placements or internships as part of their course, will have alternative methods and policies relating to attendance during these periods. Please speak to your Course Directors for further information.

## **3. Who is responsible for this procedure?**

- 3.1. Overall responsibility for this policy sits with the Authorising Officer of the Student Sponsor Licence, the Chief Customer Officer.
- 3.2. Day-to-day implementation and oversight of the policy and process for students on taught programmes sits with the Visa Sponsored Students Academic Engagement Monitoring team.
- 3.3. Responsibility for Case Management decisions for students on taught programmes sits with:
  - 3.3.1 Head of Student Affairs; and
  - 3.3.2 Immigration and Compliance Manager.
- 3.4. Responsibility for Review Panel decisions sits with:
  - 3.4.1. Director of Student Operations
- 3.5. Day-to-day oversight of the policy and process for students on work placements and internships sits with the Schools.
- 3.6. Day-to-day oversight of the policy and process for students on research programmes sits with the Research Degrees Programmes Manager.
- 3.7. Responsibility for Case Management decisions for students on research programmes sits with:
  - 3.7.1. University Research Board of Study; and
  - 3.7.2. Immigration and Compliance Manager.

3.8. This policy will be reviewed on a regular basis and at least every two years by the Immigration and Compliance Manager and the University Solicitor to ensure it remains compliant with the Student Sponsor Guidance and Immigration Rules which are subject to change by the Home Office.

#### 4. Academic engagement monitoring procedure for visa sponsored students on taught programmes

##### 4.1. Expectations of students

- 4.1.1 The University expects students to attend all timetabled and online learning events. [Details of the method of delivery will be detailed on the timetable.](#)
- 4.1.2 The University expects students to live within a reasonable travelling distance from the location of the academic activity they are expected to attend.
- 4.1.3 If their attendance falls below the expected attendance as outlined in Section 4.1.1 that may trigger a set of interventions as detailed out in the flow chart and Section 5, although the University will also review other key engagement data (e.g., non-submission of assessments) to identify students who may require support.
- 4.1.4 If a student is unable to do so, they must notify the University and obtain authorisation as detailed below; **please see section 9: 'Notifying Sickness and Authorising Absence'**. The University reserves the right to withdraw a student who is absent without prior authorisation. The [Student Sponsor Guidance](#) specifies that the University must withdraw sponsorship of students if they miss certain expected contacts without authorisation.
- 4.1.5 Expected contact points are cumulatively assessed for each semester as time-tabled lectures, seminars, workshops, tutorials, supervised field trips, laboratory sessions and examinations/submission of coursework.
- 4.1.6 The University is required to withdraw sponsorship of visa sponsored students who interrupt or are deemed withdrawn from their studies. This will result in the visa being curtailed (shortened). In some instances, students might be referred to and considered under the Support and Fitness to Study Procedure.

[https://www.lsbu.ac.uk/data/assets/pdf\\_file/0008/326618/fitness-to-study.pdf](https://www.lsbu.ac.uk/data/assets/pdf_file/0008/326618/fitness-to-study.pdf)

##### 4.2 LSBU's Academic Engagement Monitoring System

- 4.1.1 The app can be downloaded from the app store/play store by searching "MyLSBU". Alternatively, students can use the following link to find further information and a link. <https://my.lsbu.ac.uk/campusm/home#menu>
- 4.2.1 Students can find further information, including helpful videos and how to guides on the "Attendance" page on [myLSBU](#). (<https://my.lsbu.ac.uk/>)
- 4.2.2 All timetabled events will be on "My Account" and clearly identifiable as "in person" or "online".

- 4.2.3 Change to timetabled events will be kept to a minimum and only changed or cancelled in exceptional circumstances.
- 4.2.4 Where the change to the class is in relation to the mode of delivery (face to face to online and vice versa) this will be clearly communicated in advance to students and academic staff will follow a procedure with the central Timetabling Team to ensure that this is reflected in your timetable.
- 4.2.5 Communications and FAQ's will be made readily available to students.
- 4.2.6 New and returning students will be required to download the app onto their smart phones to access the attendance monitoring app. Without downloading the app students cannot recorded their attendance.
- 4.2.7 If a student does not own a smart phone or their phone is temporarily unavailable, please contact the lecturer to advise them of this (at the end of the class). In these exceptional circumstances the lecturer can manually "log" the student into the attendance system after the scheduled timetabled event.
- 4.2.8 Students will be sent reminders via "My Account" for upcoming sessions, detailing the start times and location of the timetabled session.
- 4.2.9 Students will be able to "check in" via "My Account" for their timetabled event no more than 5 minutes in advance the start time of their event, as long as they are at the right classroom locations, and up to 20 minutes after the start of the session. All classes will have a cut off, after which attendance will not be able to be registered through the App.
- 4.1.2 Any students arriving after cut off period as detailed in Section 4.2.9 will be considered late and therefore this will count as an absence. If they have a valid reason, this can be discussed with the academic member of staff leading that teaching event and a decision will be made as to whether the record can be amended. Please note that this will be at the discretion of the academic and their decision will be final.
- 4.1.3 Students will be able to view their own attendance via the app.
- 4.1.4 This information will be used to identify students who have not hit the trigger point for interventions.

### **4.3 When will attendance be taken**

- 4.3.1 Attendance for new students (undergraduate and postgraduate taught) will start from Induction week (at all entry points during the academic year). Compulsory events during this week will be clearly communicated to all students.
- 4.3.2 Attendance for returning students (undergraduate and postgraduate taught) will start from the first day of semester one, at all entry points during the academic year.
- 4.3.3 Students are expected to attend Semester 2 timetabled events even if they are waiting for Semester 1 resit exams and/or the Semester 1 resit coursework deadline.

4.3.3.1 Please refer to our Tuition Fee regulations or contact the [fees@lsbu.ac.uk](mailto:fees@lsbu.ac.uk) for guidance.

4.3.4 Students who are repeating modules in attendance will be expected to attend all timetabled classes, even if marks for passed assessments are brought forward. This is to ensure that they make the most of the opportunities to consolidate their knowledge.

## 5. Procedure

The academic engagement monitoring procedure for students on taught programmes is as follows:

- 5.1 Students with one week of non-engagement (without prior authorisation) will receive an email from the Visa Student Engagement team. The purpose of this email is to remind the students of the institution policy regarding attendance and engagement and highlights services available to students and encourages them to seek advice and support if there are any concerns. This email will be sent through salesforce and kept on the students record.
- 5.2 Students who do not take appropriate action; or who fail to reengage satisfactorily with their studies for a further consecutive week (2 weeks in total) will receive a telephone/TEAMS call from the Visa Student Engagement Team. Students will be asked to explain why they have not been engaging, encouraged to highlight any barriers to engagement and, if appropriate, be encouraged to submit an authorised absence request.
  - 5.2.1 If barriers to engagement have been highlighted, the Visa Student Engagement Team make appropriate referrals to specialist support teams with LSBU, including (but not limited to) personal tutors, course leaders, student advisors and Student Life Centre.
  - 5.2.1 If a student highlights non specialist reasons why they have been unable to attend, the Visa Student Engagement Team will work with that student to eliminate barriers to entry. These could be, but not limited to things like: ID card not working, clash on their timetable, timetable not visible etc.
  - 5.2.2 Details of barriers and reasons for non-attendance, any referrals to specialists support services within LSBU, and any casework completed to resolve issues will be noted on the student record on salesforce.
- 5.3 Students who do not take the appropriate action, or who fail to re-engage satisfactorily with their studies for a further consecutive week (3 weeks in total), will receive a second email requiring them to attend a mandatory Attendance Meeting with the Student Engagement Team and the International student advisor.
  - 5.3.1 At this meeting they will look through the attendance data and discuss with the student the reasons for absence. At this point any evidence presented will be reviewed and if the reason for non-attendance can be authorised, the student will be asked to complete the absence request form (see Section 9 for further details) Details of this meeting will be recorded on salesforce and all information provided to the Case Management Panel meeting.
  - 5.3.2 If the student is unable to provide reasons that can be authorised or does not attend the meeting then they will be automatically referred through to the Case Management Panel meeting. Details of this meeting will be recorded on



salesforce and all information provided to the Case Management Panel meeting

5.3.3 Students that repeatedly fail to meet the threshold for attendance and receive intervention 1 and intervention 2 but then re-engage for a period of time and then receive further interventions, could be fast-tracked to the Case Management Review Panel for consideration.

5.4 The Case Management Review meeting will be arranged via TEAMS with the Immigration Compliance Manager, the Head of Student Affairs and member of the Student Engagement team. **The Student will not be invited to this meeting.**

5.4.1 The purpose of this meeting is to evaluate all information relating to the alleged lack of attendance and engagement by the student.

5.4.2 The members of the group (as detailed in Section 5.4) will look at the attendance data, engagement score, any requests for authorised absence and any evidence that was submitted as part of the mandatory attendance meeting with the Student Engagement Team (as detailed in Section 5.3.1, 5.3.2 and 5.3.3)

5.4.3 The Panel will also consider a number of academic factors including but not limited to academic progress so far, work submitted, teaching material missed, if the student can successfully complete their studies by the expected course end date and any additional concerns from the School.

5.4.4 The Case Management Review Panel will consider all evidence provided and make decisions on each case on a case-by-case basis to determine whether the student has breached this policy and whether they need to be interrupted or withdrawn. Please see the University's Interruption and Withdrawal procedure for more information on withdrawals: <https://www.lsbu.ac.uk/about-us/policies-regulations->.

## 6. Outcome

6.1 The decision of the Case Management Review Panel is made by the Immigration compliance manager. The possible outcomes from the Panel could be as detailed below, but please see section 6.6 for further information.

6.1.1 To allow the student to continue with their studies

6.1.2 To be interrupted until the next academic year, as too much work has been missed for successful completion

6.1.3 To be withdrawn due to lack of attendance

6.2 Following the Case Management Panel, any decision will be communicated to the student in writing with reasons for the decision within one week of the Mandatory Academic Engagement meeting or the Case Management Panel's decision, whichever is the latter.

6.3 The outcome of the Case Management Review Panel will be recorded within Salesforce, including the name of the School academic lead.

6.4 If the decision is to withdraw or interrupt the student, please see Section 8 for details of the review process.

6.5 Once the review process has been concluded and the decision to withdraw/interrupt has been upheld then the University will communicate this final decision to the student.

6.5.1 In addition, the University will also inform all appropriate stakeholders, such as the Home Office for visa reporting duties.

6.5.2 The students University record will be amended to reflect the decision.

## 6.6 Return to Study

6.6.1 A favourable outcome to the student under this procedure does not in itself guarantee a return to study, as all factors, including the student's academic success and ability, as well as class time missed will be taken into account.

6.6.2 The student may be asked to interrupt and wait for the next available opportunity to re-enrol.

## 7. Academic Engagement monitoring procedure for visa sponsored students on research programmes

### Expectations

#### 7.1. The UKVI Student Sponsor Guidance

(<https://www.gov.uk/government/publications/student-sponsor-guidance>) specifies that the University must withdraw sponsorship of students in certain circumstances. The University expects students to attend all scheduled supervisory meetings. If a student is unable to do so, they must notify the University and obtain authorisation as detailed below; **please see section 7: 'Notifying Sickness and Authorising Absence'**. The University reserves the right to withdraw a student who is absent without prior authorisation.

7.2. Students on research programmes are expected to engage with their course of study for a minimum of 40 hours per week (unless alternative working arrangements are agreed in advance with the Supervisor and Research Degrees Programmes Manager). Research students are entitled to four weeks' annual leave per year, not including LSBU closure days. Annual leave must be requested and approved in advance by the Supervisor.

7.3. Research students are required to attend a scheduled supervisory meeting once a once per month, including during the writing-up period. Meetings may be held in person or via email or by other means of electronic communication, but a record of the meeting must be kept and recorded on the appropriate University system.

7.4. Students are expected to attend panel meetings for the academic progression, as they form part of the academic engagement requirements.

### Procedure

7.5. Students who are absent without authorisation or notification will be asked to attend a mandatory Academic Engagement meeting with the Director of Studies/Research Degrees Programmes Manager. At this meeting they are given the opportunity to present evidence related to their absence.

7.5.1. This meeting may be held via Teams. During the meeting, academic engagement (including attendance) will be discussed and reviewed in detail to determine if the absence can be authorised, and/or if the student can successfully complete their programme by the expected end date.

7.6. Students who fail to respond or attend the meeting, or students whose absence cannot be authorised, will be forwarded to the University Research Board of Study to determine if sponsorship can continue.

7.7. If the Board finds the student to be in breach of the University's Visa Sponsored Students Academic Engagement Policy, the student may be withdrawn. Please see the University's Interruption and Withdrawal procedure for more information on withdrawals: <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>

### **Outcome**

7.8. Any decision will be communicated to the student in writing with reasons for the decision within one week of the Mandatory Academic Engagement meeting or the University Research Board's decision, whichever is the latter.

### **Return to Study**

7.9 A favourable outcome to the student under this procedure does not in itself guarantee a return to study, as all factors, including the academic success and ability, as well as class time missed will be considered. The student may be asked to interrupt and wait for the next available opportunity to re-enrol.

## **8. Requesting a review of a Case Management Review Panel decision**

8.1 If the student is not satisfied with the decision of the Case Management Panel, for example the decision to be withdrawn from the University, they may request a review within 5 working days of the date they receive the decision by submitting a request in writing to the Director of Student Operations at [tier4compliance@lsbu.ac.uk](mailto:tier4compliance@lsbu.ac.uk) if they can demonstrate that:

8.1.1 there was a material and identifiable procedural irregularity by the University in its conduct of the Academic Engagement monitoring procedure; or

8.1.2 the outcome was not reasonable in all the circumstances (i.e. no reasonable decision-maker, properly directing him/her/itself and taking into account the relevant facts, could have reached that decision); or

8.1.3 new material evidence is available which the student was unable, for valid reasons, to provide earlier in the process.

8.2 The students should set out their concerns clearly and succinctly and provide evidence in support (where possible). They must explain how their request for a Review falls within one or more of the grounds set out above in paragraph 8.1.

8.3 The Director of Student Operations or nominee (the "Reviewer") will review the request and all information collated for the Review, together with any new evidence presented, on paper but may contact the student and anyone previously involved in the case as well as any new witnesses.

8.4 The outcome of the Review could be either:

8.4.1 Upholds the original outcome

8.4.2 or makes a different finding, which overturns the original outcome.

8.5 The decision taken at the Review stage is final. The final decision of the Review will be communicated to the student in writing, with reasons, usually within 10 working days from the Review request being accepted.

8.6 A favourable outcome to the student under this procedure does not in itself guarantee an immediate return to study, as all factors, including academic success and ability, as well as class time missed will be considered. The student may be asked to interrupt and wait for the next available opportunity to re-enrol.

8.7 If the outcome of the Review is favourable to you, you can request the University to provide you with a Completion of Procedures (“COP”) letter within 28 days of the date of the outcome letter. Where such a request is made, a COP will be provided within 14 days of the request. If the outcome of the Review is unfavourable to you, a COP will be sent to you automatically within 28 working days of the decision letter being issued.

## 9. Independent external review

If you are not satisfied with the outcome of this process, you may make a complaint to the Office of the Independent Adjudicator for Higher Education provided you have been issued with a COP. That letter will explain how you can submit a complaint and the deadline for doing so is 12 months from the date of the letter.

## 10. Notifying Sickness & Authorised Absence

### 10.1 Absences of 1-15 consecutive days:

10.1.1 Students on taught programmes who miss a class or timetabled learning event are expected to notify the University. Students should notify the University of any absences that are 1 day or more, so that this can be taken into consideration when looking at the students' attendance.

(<https://myaccount.lsbu.ac.uk/s/login/>)

10.1.2 Please be sure to contact your module leader/course leader as directed to do so in addition to this process.

10.1.3 Students who are absent from their work placement are expected to notify the University as well as their placement provider (following the provider's absence procedure where applicable). The School should be notified via MyAccount.

10.1.4 Students on research programmes should notify the Research Degrees Programmes Manager via MyAccount

### 10.2 Absences of 6 -15 consecutive working days

10.2.1 Students who are going to miss between 6-15 consecutive days of classes, timetabled events or work placement days due to a short-term illness or other circumstances beyond their control, should normally circumstance submit a notification request in advance. Such request will require authorisation.

(<https://myaccount.lsbu.ac.uk/s/login/>)

10.2.2 Please note, authorised absence requests for 15 consecutive days cannot

normally be approved retrospectively.

- 10.2.3 This request will require supporting evidence. Please see Annex 1 for details of the types of evidence that would be appropriate.
- 10.2.4 In all but exceptional cases this should be done in advance, however if it has not been completed in advance the procedure set out in Section 5 will be followed. The student will be invited to submit this authorisation request and it will be discussed as part of the Case Management Review Process.
- 10.2.5 Subject to approval, the maximum period of absence that can normally be authorised without a formal interruption is 15 working days but please see Section 10 for exceptions.

### 10.3 Procedure

- 10.3.1 Submitting your authorised absence can be done by going onto “My Account” (<https://myaccount.lsbu.ac.uk/s/login/>) and selecting the Authorised Absence tile and submitting the relevant information.
  - 10.3.2 If the student has completed the procedure to notify us that they intend to be or have been absent for 15 consecutive working days, please ensure they submit appropriate evidence to support this request.
  - 10.3.3 Please be sure to contact the module leader/course leader as directed to do so in addition to this process.
  - 10.3.4 Students can (and should) discuss their absence and academic progress with their academic tutor/supervisor, but absences cannot be authorised by School academics or School administrative staff.
- 10.4 **The maximum period of absence that can be granted without interrupting or suspending studies is 15 working days**, subject to approval by the Case Management Panel. Please see Section 10 for details of any exceptions to this.
- 10.5 If the student’s performance at assessment is affected by such an absence, and they meet the relevant criteria, the student must also submit a separate claim for Extenuating Circumstances. Please see the University’s Extenuating Circumstances procedure for more information: <https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>.
- 10.6 Authorised absence will only be granted for exceptional reasons during term time and this would not include some of the following reasons: work commitments, holidays, weddings or visiting family/friends.
- 10.7 Students who are granted an authorised absence must check the Tuition Fee Regulations in relation to refunds as a refund is not guaranteed.
- 10.8 Students who are granted an authorised absence will not be granted an extension of the expected end date of studies to reflect the period of absence.
- 10.9 For all authorised absence requests over 15 working days the School will need to be satisfied that the student will not be missing critical elements of the course and that the student will be able to satisfactorily complete their studies by the expected course end date. In circumstances where a student’s absence is expected to prevent them from progressing or completing their course by the expected end date, the University

may decide that a formal interruption of studies or withdrawal is required.

- 10.10 Absences during assessment or examination weeks will not normally be authorised. The student should refer to the Late Submission and Extenuating Circumstances Notification Procedure for what to do if they think they might find themselves in this situation
- 10.11 Please find details below some examples of when a request for authorised absence would not be approved (this list is not exhaustive):
- 10.11.1 Absences will not be granted for events during term-time such as work commitments, holidays, weddings or visiting family/friends.
  - 10.11.2 Absence for non-urgent travel or travel disruptions which fall outside of the self-certification period.
  - 10.11.3 Where a student's absence is expected to prevent them from progressing or completing their course by the expected end date, the University may decide that a formal interruption of studies or withdrawal is required.
- 10.12 Please find details below some examples of when a student would not need to submit a request for authorised absence (this list is not exhaustive):
- 10.12.1 During LSBU holiday periods, there is no requirement for students to be present on campus (unless otherwise stated by the School).
  - 10.12.2 Once teaching on the course has been completed and students are waiting for their results to be published by the University.
- 10.13 Students who are granted an authorised absence must check the Tuition Fee Regulations in relation to refunds as a refund is not guaranteed.
- 10.14 Students who are granted an authorised absence will not be granted an extension of the expected end date of studies to reflect the period of absence.
- 10.15 In circumstances where a student's absence is expected to prevent them from progressing or completing their course by the expected end date, the University may decide that a formal interruption of studies or withdrawal is required.
- 10.16 Students on postgraduate taught programmes only: if you wish to complete your dissertation in your home country you may, in some cases, continue to maintain your student visa under the following conditions:
- 10.16.1 Completion of your dissertation is at the end of your degree and there is no requirement to return to the UK to complete your studies,
  - 10.16.2 If you have outstanding elements to complete in the UK following submission of your dissertation, you have valid leave left to complete your degree, and you are not outside the UK for more than 60 calendar days
  - 10.16.3 If you are outside the UK for dissertation purposes, you must provide the Visa Engagement team with evidence of your departure and arrival evidence to file in your student record.

10.16.4 the evidence of your engagement with your academic supervisor is monitored and recorded, and you inform us that your intention is to return to the UK.

10.17 Students can also seek advice from a number of specialist support services within LSBU. Please see Appendix 3 for further information regarding some of the specialist services available.

## 11. Exceptions

11.1 The maximum period of absence which can normally be authorised without a formal interruption is 15 working days. In very exceptional circumstances (e.g. serious illness or injury that prevents a student from travelling), LSBU may decide to continue sponsoring a student for up to 60 days if the student intends and is able to resume their studies, provided that:

11.1.1 acceptable evidence can be provided; and

11.1.2 the student can still complete their course within their existing period of leave when they resume their studies (subject to the approval of the School)

11.2 The circumstances of each case will be considered individually by the Case Management Review Panel and the School.

11.3 A supported claim for Extenuating Circumstances does not automatically constitute an authorised absence, nor does it mean that the circumstances have been deemed 'exceptional'

11.4 A request will only be approved if the School is satisfied that the student will not be missing critical elements of the course and that the student will be able to satisfactorily complete their studies by the expected course end date. In circumstances where a student's absence is expected to prevent them from progressing or completing their course by the expected end date, the University may decide that a formal interruption of studies or withdrawal is required.

11.5 If a student interrupts their studies, the University must withdraw sponsorship of the current Student visa. The Student visa will be curtailed (shortened) and the student must either leave the UK or apply for a new type of immigration permission to remain. When the student is ready to return to their studies, they must apply for new Student entry clearance (if required).

11.6 If a student withdraws from their studies, the University must withdraw sponsorship of the current Student visa. The visa will be curtailed (shortened) and the student must either leave the UK or apply for a new type of immigration permission to remain.

11.7 Students may wish to discuss their situation with the International Student Advice team to find out how an absence may affect their sponsored visa. You can book an appointment with an Advisor via MyAccount. [\\_](#)

## 12. Use of data

12.1 The University collects data on student attendance and engagement of visa sponsored students, and use the data:

- 12.1.1 internally for reporting, evaluation, learning and training; and
- 12.1.2 externally for discussion with regulators in the higher education sector.

12.2 The data used by the University for the purposes set out in paragraphs 12.1 a) and b) will be anonymised. Your personal data and sensitive personal data ('Personal Data') as defined by the Data Protection Act 2018 (the "DPA") may be disclosed to the University's members of staff and regulators for the purpose of dealing with your admission and/or enrolment, a complaint arising out of it and/or implementing any recommendations. Personal Data will not be shared with any other third parties unless the University has your express consent, has a statutory obligation to do so, or is otherwise permitted to do so under the DPA.



# Appendix 1: Guidance for Authorised Absence Requests

When applying for an authorised absence, students are required to state the reason(s) for the absence request. Below is a table listing reasons for absence with guidance notes on when these may be used, and what appropriate forms of evidence will be required. This is not an exhaustive list and each request will be considered on its own merit.

Reason for absence	Description	Appropriate Evidence
<b>Medical / health reasons</b>	To be used if you require an absence of more than 5 days due to ill health, significant accident/injury or medical treatment.	Certificate / letter from a registered medical practitioner that covers the duration of absence period.
<b>Bereavement / serious illness of a family member</b>	To be used if: <ul style="list-style-type: none"> <li>a family member is seriously ill and you will be visiting them</li> <li>a family member has passed away and you will be attending the funeral</li> </ul>	<ul style="list-style-type: none"> <li>Medical certificate / Death certificate</li> <li>Travel details (e.g. flight confirmations)</li> </ul>
<b>Acute emotional or traumatic personal experience</b>	To be used if you require an absence due to shocking or traumatic personal experience, severe and emotional stress.  Depending on the circumstances, a formal interruption may be required	Certificate / letter from a registered medical practitioner that covers the duration of absence period.
<b>Victim of crime</b>	To be used if you require an absence due to a violent crime, domestic violence or harassment.	<ul style="list-style-type: none"> <li>Police report</li> <li>Certificate / letter from a registered medical practitioner</li> </ul>
<b>Immigration / nationality documentation reasons</b>	To be used if: <ul style="list-style-type: none"> <li>you will be travelling overseas to extend your visa. Please note, academic engagement is normally expected to continue during the period of absence.</li> <li>you are granted a new type of immigration permission (i.e. not under student route), your LSBU student sponsorship will be withdrawn.</li> </ul>	<ul style="list-style-type: none"> <li>Flight details</li> <li>Details of new immigration application</li> </ul>
<b>PGR Students only: Overseas fieldwork</b>	To be used if you are a student on a research programme and will be undertaking fieldwork overseas. Academic engagement must continue during the period of absence.	Written approval from Director of Studies / Research Degrees Programmes Manager.
<b>Other</b>	To be used if you are requesting an absence for any reason other than those above.	Please provide evidence that outlines the reason(s) and dates of your absence. You may be required to submit additional documentation.

## Appendix 2 – Support Services within LSBU

You are encouraged to seek advice and support regarding this procedure from South Bank Students' Union located in the Student Centre

Student Union's Advice Team: 020 7815 6060 / [hello@southbank.su](mailto:hello@southbank.su) /

<https://www.lsbsu.org/welfare>

Mental health and Wellbeing Team: 020 7815 6454 / [studentwellbeing@lsbu.ac.uk](mailto:studentwellbeing@lsbu.ac.uk) /

<http://www.lsbu.ac.uk/student-life/student-services/health-wellbeing>

Disability & Dyslexia Support: 020 7815 6454 / [disability@lsbu.ac.uk](mailto:disability@lsbu.ac.uk)

You can also contact these and many other teams via My Account

My Account: <http://www.myaccount.lsbu.ac.uk>