

# Academic Engagement Policy and Procedure

Policy last reviewed	September 2023
Approved by	Academic DVC
Published on	LSBU website under About Us, Policies and Procedures <a href="https://www.lsbu.ac.uk/about-us/policies-regulations-procedures">https://www.lsbu.ac.uk/about-us/policies-regulations-procedures</a>

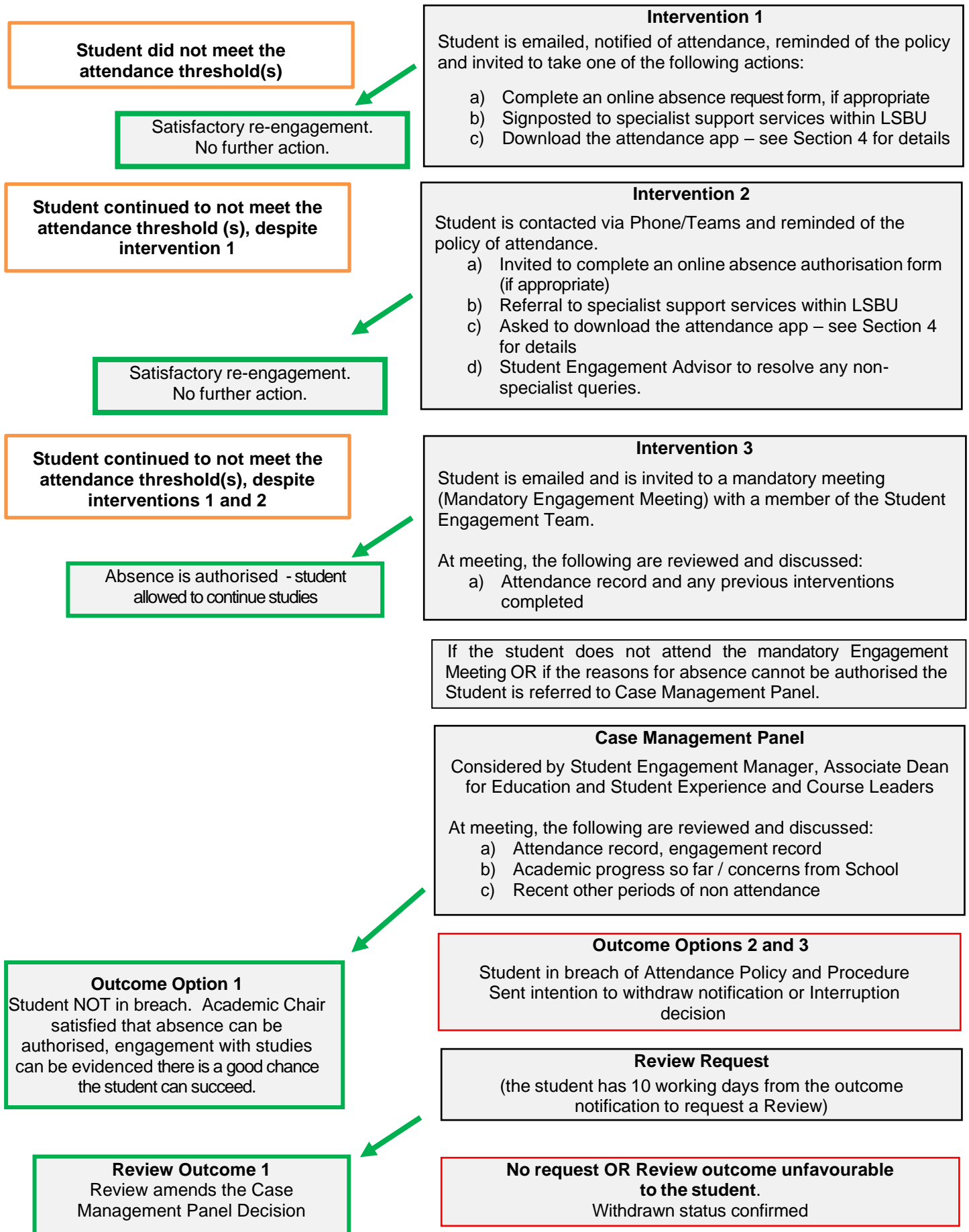
**This Policy and Procedure is available in accessible formats on request from the Student Engagement Team. Please contact: [attendance@lsbu.ac.uk](mailto:attendance@lsbu.ac.uk)**

# Contents

## Table of Contents

Academic Engagement Policy and Procedure Flowchart .....	3
1. Introduction .....	4
2. Scope – who is covered by this procedure? .....	4
3. Who is responsible for this procedure? .....	5
4. Academic engagement monitoring procedure for students on taught programmes .....	5
4.1 Expectations of students .....	5
4.2 LSBU's Academic Engagement Monitoring System .....	6
4.3 When will attendance be taken.....	7
5. Procedure .....	8
6. Outcome .....	10
7. Academic Engagement monitoring procedure for students on research programmes.....	10
8. Requesting a review of a Case Management Review Panel intention to withdraw decision. ....	11
9. Notifying sickness & authorised absence .....	12
10. Exceptions .....	14
11. Use of data .....	14
Appendix 1 - Guidance for Authorised Absence Requests .....	16
Appendix 2 – Pro-forma for Case Management Review.....	18
Appendix 3 – Support Services within LSBU .....	19

## Academic Engagement Policy and Procedure Flowchart



# Academic Attendance and 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 cocurricular events are an important part of the student experience and support successful outcomes. We encourage students to make the most of these opportunities that are available, including appointments with Personal Tutors, Course Leaders and Module Leaders.
- 1.4. The primary aim of this policy is to support student's engagement with their academic programme helping to detect any possible barriers, providing early support to overcome these and thereby increasing their chances of academic success. In section 4 we have detailed the minimum levels of attendance.
- 1.5. To support the aim identified in Section 1.4 this the policy aims to:
  - 1.5.1. To improve attendance and engagement of all students in on campus activities including seminars, workshops, lectures, laboratory session as well as cocurricular activities.
  - 1.5.2. Identify students that may require further assistance from the University, either academic or professional services support and to actively signpost and refer them appropriately to help them re-engage with their studies.
  - 1.5.3. To help the students remove any/all barriers to engagement with their studies.
  - 1.5.4. 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.
  - 1.5.5. In certain cases, where we have exhausted all procedures within this policy and are unable to facilitate the student engaging regularly with their course, to interrupt or withdraw students.

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

- 2.1. This policy applies to:
  - 2.1.1. Any undergraduate and postgraduate taught students who are

classified as “home” or “overseas” students during all taught elements of any course within LSBU.

- 2.1.2. Any student currently on a higher or degree apprenticeship at any level (levels 4, 5, 6 and 7)
- 2.2. This policy does/not apply to postgraduate research students. Please refer to section 7 where you can find further information.
- 2.3. Any student who is currently sponsored by LSBU under the Student route (formerly Tier 4 General) please see the Visa Sponsored Students Academic Engagement Policy (<https://www.lsbu.ac.uk/about-us/policies-regulations-procedures>) This policy also applies to sponsored students who are off campus, undertaking work placements, internships or writing up their dissertation.
- 2.4. Students who are on short term placements or internships as part of their course, will have alternative methods and policies relating to attendance during these periods. Please speak to the appropriate Course leaders for further information.

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

- 3.1 DVC Academic Framework has the overall responsibility for this policy but has delegated the responsibility for its day-to-day operation and implementation to the Director of Student Operations or their nominee.
- 3.2 Responsibility for Case Management Panel Decisions for students on taught programmes sits with:
  - 3.2.1 Head of Student Administration or their nominee
  - 3.2.2 and Associate Director of Education and Student Experience (in each School).
- 3.3 Responsibility for the Review Panel decisions sits with:
  - 3.3.1 Director of Student Operations or their nominee
- 3.4 Day-to-day implementation and oversight of the policy and process for students on taught programmes sits with the Head of Student Administration or their nominee.
- 3.5 Day-to-day oversight of the attendance monitoring process for students on work placements, within the employment side of apprenticeships and internships sits with the Schools.
- 3.6 This policy will be reviewed on a regular basis and at least every two years by the Head of Student Administration and the DVC Academic Framework (or nominee) to ensure that it continues to be fit for purpose.

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

#### **4.1 Expectations of students**

- 4.1.1 The University expects students to attend all timetabled learning events, and/or other compulsory events either online or in person. Details of the method of delivery (online/in person) will be outlined on the timetable.
- 4.1.2 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.
- 4.1.3 If a student is on an apprenticeship or a health-related course they are expected to attend all of their timetabled events and/or other compulsory events. If their attendance falls below 100% that may trigger a set of interventions as detailed 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 attend any sessions, they must notify the University and obtain authorisation, please see section 9 for further details on how and when you can do this. The University reserves the right (in exceptional circumstances) to withdraw a student who is repeatedly absent without prior authorisation.
- 4.1.5 Any (approved) authorised absence requests will also be considered when reviewing if students have met the trigger points and if there is a need to instigate any interventions. Further details of the authorised absence process can be found in Section 9.
- 4.1.6 Timetabled events are defined as scheduled lectures, seminars, workshops, tutorials, supervised field trips, laboratory sessions and examinations/submission of coursework.
- 4.1.7 It is vital that students keep the University informed of any sickness or absence. Please read this policy carefully to avoid being withdrawn or excluded for non-engagement. 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**

- 4.2.1 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>
- 4.2.2 Students can find further information, including helpful videos and how to guides on the "Attendance" page on [myLSBU](https://my.lsbu.ac.uk/) (<https://my.lsbu.ac.uk/>)

- 4.2.3 All timetabled events will be on “My Account” and clearly identifiable as “in person” or “online”.
- 4.2.4 Change to timetabled events will be kept to a minimum and only changed or cancelled in exceptional circumstances.
- 4.2.5 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.
- 4.2.6 Communications and FAQ’s will be made readily available to students.
- 4.2.7 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.
  - 4.2.7.1 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.
- 4.2.10 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.
- 4.2.11 Students will be able to view their own attendance via the app.
- 4.2.12 This information will be used to identify students who have 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 After one week, students who have not met the attendance threshold (without prior authorisation) will receive an email from the 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 After two weeks, students who do not take appropriate action; or who fail to reengage satisfactorily with their studies for a further period, will receive a telephone/TEAMS call from the 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 Student Engagement Team make appropriate referrals to specialist support teams with LSBU, including (but not limited to) personal tutors, Course Leaders, student advisors, student IT support and Student Life Centre. Information from this call will be noted on the students record.

5.2.2 If a student highlights non specialist reasons why they have been unable to attend, the Student Engagement Advisor will work with that student to eliminate barriers to attendance and engagement. These could be, but not limited to things like: haven't got the app installed, ID card not working so cannot access the building, clash on their timetable, timetable not visible, can't find the rooms etc.

5.2.3 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 After 3 weeks, students who do not take the appropriate action, or who fail to re-



engage satisfactorily with their studies for a further period of time (usually equating to 3 teaching weeks) will receive a second email requiring them to attend a mandatory Attendance Meeting with the Student Engagement Team.

- 5.3.1 At this meeting the Student Engagement Advisor will look through the attendance data and discuss with the student the reasons for absence. 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 (please see Section 5.4 for further details of the Case Management Panel).
- 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 (normally) be arranged via TEAMS with the Academic leads in the Schools (normally the Associate Dean for Education and Student Experience and the Course Director) and the Student Engagement Manager. **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 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->
- 5.4.5 A guidance document is provided in Appendix 2 to support the panel and ensuring transparency for the students as to what factors will be taken into account during the Case Management Review meeting.

## **6. Outcome**

- 6.1 The decision of the Case Management Review Panel will be ratified by the chair of the Panel, usually the Associate Dean for Education and Student Experience, taking into account the information outlined in 5.4.2 and 5.4.3. 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 Case Management Panel's decision.
- 6.3 The outcome of the Case Management Review Panel will be recorded within Salesforce, including the name of the chair of the panel, the Associate Dean for Education and Student Experience.
- 6.4 If the decision is to withdraw or interrupt the student, please see Section 8 for details of the review process.
- 6.5 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
  - 6.5.1 The student may be asked to interrupt and wait for the next available opportunity to re-enrol.
- 6.6 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.
  - 6.6.1 In addition, the University will also inform all appropriate stakeholders, such as Student Finance England, Employers (for apprenticeships), Regulatory Bodies etc.
  - 6.6.2 The student's University record will be amended to reflect the decision.

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

- 7.1 Research students are not subject to the processes set out in this document relating to attendance and engagement. However, the University expects all research students to complete a certain number of hours weekly on their research project to ensure successful outcome and completion of their course.
  - 7.1.1.1 40 hours per week for full-time students

#### 7.1.1.2 20 hours per week for part-time students

7.2 The University expects students to attend all scheduled supervisory meetings and would expect for at least one supervision session to be recorded per month in the appropriate PGR system.

7.3 Further details relating to attendance and engagement for research students can be found in the Supervision Handbook in section 2 (2.2.1). Alternatively the student should contact their supervisor for more information. ([LDA Supervision Handbook 2022 V2.pdf \(lsbu.ac.uk\)](#))

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

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

8.1 If the student is not satisfied with the decision of the Case Management Panel, they may request a review within 10 working days of the date they receive the decision by submitting a request in writing to the Director of Student Operations at [attendance@lsbu.ac.uk](mailto:attendance@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.

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 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 student does not request a review or the review is unsuccessful and they are withdrawn from your course the student should consult the Student Interruption and Withdrawal Procedure for the next steps.

## 9. Notifying sickness & authorised absence

### 9.1 Absences of between 1-5 consecutive working days:

- 9.1.1 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/>)
- 9.1.2 Please be sure to contact the module leader/course leader as directed to do so in addition to this process.
- 9.1.3 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 as detailed in Section 9.3). Health students can contact their Course Leaders for the link(s) to the Practice Learning Guidelines for Nursing and/or AHP for further information.

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

- 9.2.1 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/>)
- 9.2.2 Please note, authorised absence requests for 15 consecutive days cannot normally be approved retrospectively.
- 9.2.3 This request will require supporting evidence, please see Appendix 1 for details of the types of evidence that would be appropriate.**
- 9.2.4 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.
- 9.2.5 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.

### 9.3 Procedure

9.3.1 This 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.

9.3.2 If you have completed the procedure to notify us that you intend to be or have been absent for between 6-15 consecutive working days, please ensure you submit appropriate evidence to support this request.

9.3.3 Please be sure to contact the module leader/course leader as directed to do so by the School, in addition to this process.

9.3.4 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.

9.4 **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 Review Panel .

9.5 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>

9.6 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.

9.7 Students who are granted an authorised absence must check the Tuition Fee Regulations in relation to refunds as a refund is not guaranteed.

9.8 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.

9.9 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.

9.10 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

9.11 Please find details below some examples of when a request for authorised absence would not be approved (this list is not exhaustive) :

9.11.1 Absences will not be granted for events during term-time such as work

commitments, holidays, weddings or visiting family/friends.

9.11.2 Absence for non-urgent travel or travel disruptions which fall outside of the self-certification period.

9.11.3 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.

9.12 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):

9.12.1 During LSBU holiday periods, there is no requirement for students to be present on campus (unless otherwise stated by the School).

9.12.2 Once teaching on the course has been completed and students are waiting for their results to be published by the University.

9.13 Students who are granted an authorised absence must check the Tuition Fee Regulations in relation to refunds as a refund is not guaranteed.

9.14 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.

## **10. Exceptions**

10.1 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 attending), 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:

10.1.1 acceptable evidence can be provided; and

10.1.2 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)

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

10.3 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. Use of data**

12.1 The University collects data on student attendance and engagement, 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</li> </ul>	<ul style="list-style-type: none"> <li>Flight details</li> <li>Details of new immigration application</li> </ul>



Reason for absence	Description	Appropriate Evidence
	student sponsorship will be withdrawn.	
<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 – Pro-forma for Case Management Review

Student Name			
Date of Panel			
Panel Members			
Date of mandatory meeting with the student			
Information from the mandatory meeting for consideration			
Attendance Level			
Engagement Score			
Submission of assessments			
Provisional Marks (if known)			
Academic concerns/considerations			
Decisions (please circle/highlight)	Interrupt	Withdraw	Allow to continue
Summary of reasons for decision			
Chair Signature and Date			

## Appendix 3 – 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>