

# Academic Engagement Monitoring Policy 2025/26 (Student visa holders)

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# Introduction

1. All students are expected to attend regularly, as stipulated by Regulation 3.1:  
*Students shall attend regularly. If a student's attendance is not satisfactory, or a student is unable to attend for legal reasons, the Director of Academic Registry, authorised to act under power delegated by Senate, and following consultation with the student's Faculty or School, may determine that the student be precluded from continuing their studies and, where applicable, their registration be terminated. A student who is prevented for legal reasons from attending will, in the first instance, normally be suspended for a period not exceeding 12 months. Where registration is terminated, a person who ceases in this way to be a student of the University may make representations to the Vice-Chancellor, who may exercise statutory power to readmit the student.*
2. Under the UK's Points Based System for Immigration, the majority of full-time students requiring a visa to study in the UK will hold a Student visa. Student visas were introduced in October 2020 to replace Tier 4 visas. The term 'Student visa' used throughout this policy refers to both Student visa and Tier 4 visa.
3. Distance learning is not permitted under the Student visa route. Students holding a Student visa must remain in the UK during teaching periods and attend in-person study sessions for the duration of their course. This requirement applies even if some sessions are delivered remotely or the student is in the submission pending stage of their research degree.
4. The University has specific responsibilities for the students it sponsors to study on a Student visa. It is required to monitor sponsored students' academic engagement throughout the period they are sponsored, keep records of engagement points and withdraw Student visa sponsorship if a student ceases to engage. Throughout this policy, the term 'sponsored students' refers to all University of Bath students studying on a Student visa.
5. To demonstrate academic engagement, sponsored students must meet the academic monitoring points specified in this policy, as appropriate to their type of study.
6. In respect of sponsored students, specific engagement monitoring procedures are deemed appropriate in order to ensure:
  - i. The University offers suitable advice and/or support to those students who are deemed not to be engaging with their studies and takes appropriate action when necessary.
  - ii. The University complies with its responsibilities as a Student Sponsor, with a view to maintaining that status.
  - iii. The University provides accurate and timely information to the Home Office.
7. The cooperation of all relevant staff is essential to ensure the successful implementation of the policy. Staff responsibilities are outlined below and in paragraphs 102 - 105.
8. The Academic Engagement Monitoring Policy (Student visa holders) is an important *part* of ensuring that students on a Student visa engage with their studies. The primary responsibility for monitoring student engagement lies with academic departments. All teaching and student-facing staff are expected to support students' engagement with their studies and, if an engagement issue is identified, to act promptly in accordance with the [Procedure to respond to poor attendance](#).
9. The outcome of the [Procedure to respond to poor attendance](#) may be that the University deems that a student should have their registration terminated either by being suspended or withdrawn from their course. The University is required to notify the Home

Office of such changes to the circumstances of a sponsored student and, in doing so, withdraw a student's visa sponsorship.

10. The University is required to withdraw a student's visa sponsorship if they fail to re-engage with their studies within 60 days of the initial contact from the Student Immigration Service regarding their lack of academic engagement. As a result, the student's registration at the University of Bath will be terminated, as they would no longer be legally permitted to attend (Regulation 3.1).

## Scope

11. This policy applies to all full-time undergraduate and postgraduate students, including visiting students and scholars, sponsored by the University of Bath on a Student visa.
12. All part-time postgraduate students on a Student visa will be monitored individually according to their course of study. Students' Union Sabbatical Officers on a Student visa will be expected to retain regular contact with the Student Immigration Service.
13. Academic engagement will be monitored centrally by the Student Immigration Service, except for pre-sessional students, whose engagement will be monitored by the Skills Centre.
14. Students will be expected to co-operate with University staff in the fulfilment of this policy, and in particular with any interview called under Regulation 3.6: "*If any students are required by [...] any Officer of the University, or [...] the Director of Academic Registry [...] to see such person, the students shall attend at such place and time as shall be specified.*". If any student is unable to fulfil this requirement due to circumstances beyond their control, such as disability or illness, an alternative will be arranged provided that the student alerts the person requesting the meeting.
15. Engagement data will be recorded and monitored for Home Office audit purposes and for analysis to identify - and take action where appropriate - any sponsored student who shows inadequate engagement. Data will not be used for any other purposes. Direct access to the data will be restricted to the Student Immigration Service and members of staff providing specialist technical support. Information on engagement may also be provided to other relevant members of staff, such as Directors of Studies, doctoral supervisors or the Director of Academic Registry, where this forms part of decisions made under this policy, such as the [Procedure to respond to poor attendance](#).
16. The Student Immigration Service will also take appropriate action in cases where a student's department reports non-engagement, even if the student has met the relevant engagement points outlined in this policy.

## Monitoring processes

17. Students can expect to have their engagement monitored through regular engagement points, as set out below.
18. Registration with studies counts as the first engagement point for all sponsored students. Subsequent engagement points differ according to whether a student is being sponsored to study a taught or a research course (including visiting students/scholars), is attending a placement or study abroad programme, or a pre-sessional course.

## **Taught undergraduate and postgraduate students (including students in 1<sup>st</sup> year of Integrated PhD programmes)**

19. Taught students are required to meet a minimum of one engagement point per week during the academic year (excluding vacation, revision, assessment and dissertation periods).
20. Engagement points can be a mixture of the following, with at least one in a 2-week period being physical attendance (point i):
  - i. Physical attendance at a timetabled event such as a lecture, tutorial, seminar, laboratory or studio.
  - ii. Coursework or assessment submissions through Moodle.
  - iii. Viewing lectures via Panopto (minimum of 50 aggregated minutes' viewing of a specific lecture per day).

Students are required to abide by the [University of Bath Electronic Information Systems Security Policy](#) when accessing digital platforms.

21. The Student Immigration Service will **no longer use** Microsoft Teams and Zoom data for the purpose of monitoring academic engagement.
22. The list of engagement points will be kept under review as new tools are developed. Students will be notified by the Student Immigration Service in advance of any changes to the list of engagement points.
23. The Student Immigration Service will review the engagement of all taught sponsored students retrospectively on a fortnightly basis. To meet Home Office reporting deadlines for non-engagement, any student who does not engage regularly will be contacted and followed up until engagement resumes or their visa sponsorship is withdrawn (see 'Failure to meet weekly engagement points' below).
24. Physical engagement points will be considered met if the student has successfully registered their attendance in an approved study location on campus by "checking-in" using the SafeZone app.
25. To record their physical attendance, students can manually check in on their SafeZone app when attending on-campus teaching events or select "automatic check-in" on the app. The Student Immigration Service will only select data that is required for academic engagement monitoring purposes to meet UKVI requirements, as set out in this policy. If selecting automatic check-in, students need to ensure they regularly activate the app to prevent the auto check-in function from becoming dormant.
26. Students are offered the option to opt-in to receiving a notification each time their check-in is successfully registered. This feature serves as a feedback tool for students to check they are meeting the requirements of this policy. The tool should also enable swifter identification and resolution of any SafeZone user-related technical issues. The notification is silent and stored in the SafeZone app and students may opt out at any point.
27. At the beginning of the week during teaching periods, students will receive a text message reminder on their mobile device to use SafeZone.
28. All sponsored taught students are required to download and register on the SafeZone app at the start of their course. Any student who is unable to download the app, or for other reasons record their physical engagement using the app, should contact the Student Immigration Service promptly so that alternative arrangements for engagement monitoring can be agreed with their department.

29. Taught sponsored students who do not download and register on the SafeZone app at the beginning of their course will be contacted by the Student Immigration Service. Failure to download, register and use the app without justifiable reason may result in Student visa sponsorship being withdrawn.

### **Dissertation period**

30. During the dissertation stage, when there is no taught element to their study, postgraduate taught students working on their dissertation / practicum / project are required to:
- i. take timely action in response to the monthly engagement emails sent by the Student Immigration Service. Students will be asked to complete an online task, confirming their engagement with their dissertation / practicum / project and their current contact details.

### **Alternative arrangements**

31. Taught students who are unable to meet regular engagement points for justifiable reasons should contact the Student Immigration Service as soon as possible. The Student Immigration Service will liaise with the student's department regarding suitable alternative arrangements.
32. In the unlikely event that a student is receiving teaching exclusively via remote delivery, with no on-campus, face-to-face timetabled teaching, we will continue to monitor their academic engagement and maintain regular contact as follows:
- i. Monitoring their engagement with the delivery platform, or
  - ii. Sending weekly emails requesting confirmation of their academic engagement, liaising with their Director of Studies as appropriate.
33. The Student Immigration Service will contact project supervisors on a monthly basis via email to request confirmation of academic engagement for taught students who are no longer attending teaching sessions and are solely undertaking project work.
34. Postgraduate taught students who have had their registration period extended (for example to re-submit their dissertation or coursework or to undertake an exam(s) re-sit) will have individual monitoring arrangements agreed with their department and the Student Immigration Service, in place until their registration or visa expires, whichever happens sooner.
35. All part-time postgraduate students on a Student visa will be monitored individually according to their course of study.
36. Students' Union Sabbatical Officers on a Student visa will be expected to retain regular contact with the Student Immigration Service.

### **Doctoral students (including visiting scholars)**

37. Doctoral students' engagement will be monitored via monthly supervisory meetings which are expected to take place in person. Supervisors are required to record these meetings by completing the 'Record meeting with my PGR students' section on SAMIS on the Web. Both the student and the supervisor will receive an email notification 14 days in advance, reminding them of the upcoming meeting deadline.

38. Where a doctoral supervisor indicates that their student did not attend their meeting in person (i.e. online meeting) and there has not been a recent in-person contact, the Student Immigration Service will contact the supervisor as appropriate. Unaccounted periods of study or research away from campus may lead to Student visa sponsorship withdrawal.
39. If holding an in-person meeting is impractical, for instance, due to participants being away from Bath for work or study commitments, illness, or similar reasons, an online meeting may be held. In such cases, an explanatory note must be provided with the recorded meeting on SAMIS on the Web. This should remain an exception rather than the norm.
40. Once doctoral students enter the submission pending stage, it is acceptable to hold some of the supervisory meetings online. However, doctoral students are expected to remain in the UK during their submission pending period, and the number of online meetings should not exceed the number of in-person meetings.
41. Doctoral students who have submitted their thesis and are awaiting viva, or completing corrections after their viva, will be required to take timely action in response to the monthly engagement emails sent by the Student Immigration Service. Students will be asked to complete an online task, confirming their academic engagement and their current contact details.

## **Placement and outgoing study abroad students**

42. The University must continue to fulfil its sponsor duties for Student visa holders when they are studying or working away from the University. Students due to undertake a placement or study abroad in the current academic year will receive an email with information about their, and the University's, responsibilities while on placement or studying abroad.
43. Engagement points for placement / study abroad students will take place nine times per year (pro-rated for shorter placements) and will include:
  - i. Registration
  - ii. Completion of Placement Information Management System (PIMS) generated online tasks via SAMIS on the Web.
  - iii. Placement visit(s) recorded on PIMS by staff.
  - iv. A timely action from students in response to up to 3 emails per year from the Student Immigration Service regarding their engagement on placement or study abroad. As part of this process, students must also confirm their current contact and passport details.
44. The Student Immigration Service will provide a formal document outlining the University's responsibilities as a sponsor and the current visa regulations. This document is to be sent to placement providers by the placement teams.
45. The work placement must form an integral and assessed part of the course, and its duration must not exceed 50 per cent of the total length of the course.

## Incoming study abroad and visiting students

46. The University has the same sponsor duties for incoming study abroad students and visiting students on a Student visa as for full-time students completing their degrees. The required number of engagement points will be pro-rated based on the duration of the student's period of study at the University.

## Pre-sessional students

47. Each student enrolled on a pre-sessional course is required to attend a minimum of 20 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week. Classroom-based study is defined as timetabled activity which is delivered by a course tutor / teacher, such as language classes, group tutorials and lectures and workshops.
48. Engagement points for classroom-based study are daily. Electronic class registers are taken for every (daily) language class and tutorial to monitor students' engagement with their studies.

## When engagement points are missed

49. Any student who stops engaging with their course for more than 60 consecutive days after the Student Immigration Service first reminds them to re-engage will have their Student visa sponsorship withdrawn. At the same time, the Student Immigration Service will recommend to the Academic Registry that they suspend the student's studies.
50. Where the data reviewed by the Student Immigration Service indicates non-engagement, but the Director of Studies or doctoral supervisor is able to provide verifiable evidence of the student's regular physical attendance and academic engagement, the Student Immigration Service will update the student's record accordingly and may agree to void the relevant non-engagement. However, such exceptions should remain rare.

If the student fails to re-engage with the engagement points outlined in this policy, further action may be taken, which could include the withdrawal of Student visa sponsorship.

51. Students with a Support for Study Action Plan in place will be subject to enhanced engagement monitoring, in accordance with the requirements outlined in the Plan. Failure to adhere to the Support for Study Action Plan will result in the withdrawal of Student visa sponsorship withdrawal and suspension from studies.

## Taught undergraduate, postgraduate and visiting students

### Failure to meet weekly engagement points

52. Any student failing to meet a minimum of one engagement point every week and/or one physical engagement point in any two-week period during the course of the academic year (excluding vacation, reading weeks, strikes, revision, assessment and dissertation periods) will be contacted and followed up as below:
53. After **2 consecutive weeks** of non-engagement, the Student Immigration Service will send the student a reminder of their engagement requirements.



54. After **4 consecutive weeks**, the Student Immigration Service will email the student, offering the opportunity to explain the reason(s) for non-engagement and to re-engage appropriately to avoid further escalation.
55. After **6 consecutive weeks**, the Student Immigration Service will email the student an advanced warning of Moodle access removal, copied to their Director of Studies. At this stage, the Director of Studies may choose to initiate the [Procedure to respond to poor attendance](#) if they have concerns about the student's attendance or engagement with their studies.
56. After **8 consecutive weeks**, the student will have their access to Moodle removed and will be asked to urgently re-engage to have access re-instated. Their Director of Studies will be informed.
57. Any student who fails to meet the minimum engagement requirement for **9 consecutive weeks** will be required to attend a Compulsory meeting with the Student Immigration Service and their Director of Studies. Confirmation of the student's physical engagement from the academic staff must be received to prevent visa sponsorship withdrawal. If such evidence is not available, a Support for Study Action Plan must be implemented to continue sponsoring the student's visa.
58. Any student who fails to meet the minimum engagement points for **10 consecutive weeks**, does not provide confirmation of physical engagement from academic staff, and has not agreed to follow a tailored Support for Study Action Plan will have their Student visa sponsorship withdrawn due to a lack of academic engagement. Subsequently, the Student Immigration Service will recommend the student to the Academic Registry for suspension under Regulation 3.1.

### **Failure to meet monthly engagement points – dissertation period**

59. Any student failing to engage with the monthly online engagement task will receive a reminder 7, 14 and 21 days after the original task was sent.
60. A student who fails to engage with 2 consecutive monthly online tasks will be required to attend a Compulsory meeting with the Student Immigration Service and their Director of Studies. Confirmation of the student's engagement with their dissertation, project, or practicum must be received to prevent student's visa sponsorship withdrawal.
61. Students with 4 or more consecutive weeks of non-engagement recorded at the end of semester 2 teaching period will have this non-engagement period carried over into the dissertation period. If non-engagement reaches a 60-day period, visa sponsorship will be withdrawn.

### **Doctoral students (including visiting scholars)**

62. If **1 monthly engagement point** is recorded as missed, the Student Immigration Service will contact both the doctoral supervisor and the student, asking for the outstanding contact point to be completed. If this is not feasible (because a meeting did not take place during the non-engaged period), the next meeting must take place as planned to reset the escalation process.



63. If **2 consecutive engagement points** are missed, a 2<sup>nd</sup> reminder will be sent to the doctoral supervisor and the student, with the Doctoral College copied in to:
  - i. Request further information regarding the student's engagement.
  - ii. Outline the timeline that may lead to the withdrawal of the student's visa sponsorship if non-engagement continues.
64. If the **2 engagement points** remain outstanding and no evidence of engagement or response is received, a 3<sup>rd</sup> reminder will be issued 21 days after the 2<sup>nd</sup> missed engagement point to inform the student, the doctoral supervisor and the Doctoral College of the imminent visa sponsorship withdrawal if the successive meeting does not take place.
65. If **3 consecutive engagement points** are missed, the student's visa sponsorship will be withdrawn the day after the third meeting becomes overdue. The student will be recommended to the Academic Registry for suspension or withdrawal from the course under Regulation 3.1.
66. If, at any stage, the doctoral supervisor is unable to confirm that the student is engaging with their studies, they must follow the [Procedure to respond to poor attendance](#) and notify the Student Immigration Service accordingly.

### Doctoral students who have submitted their thesis

67. If **an expected engagement point** is recorded as missed, the Student Immigration Service will send the student a reminder of their engagement requirements, copying the student's doctoral supervisor into the communication.
68. If **any 2 expected engagement points** are recorded as missed, the student will be required to meet with the Student Immigration Service to explain the reason(s) for their non-engagement. The doctoral supervisor will be copied into this correspondence.
69. If **any 3 expected engagement points** are recorded as missed and / or the student fails to provide a reasonable explanation for their lack of engagement, their Student visa sponsorship will be withdrawn.

### Students on placement or study abroad

70. For students on placement or studying abroad, if non-engagement is recorded and staff input is required, the Student Immigration Service may contact the relevant Placement Team or International Mobility Team, instead of the Director of Studies.
71. If **a placement engagement point** is recorded as missed, the Student Immigration Service will email the student with a reminder, requesting that the outstanding task be completed within 7 days.
72. Where the placement engagement point(s) remain outstanding, the Student Immigration Service will email the student, copied to the relevant team, with a **2<sup>nd</sup> and 3<sup>rd</sup> reminder** of their engagement requirements. Each reminder will set a 7-day deadline to complete the outstanding task(s).
73. If the placement engagement points remain incomplete following these reminders, the Student Immigration Service will invite the student to attend a **Compulsory online meeting** to discuss the reasons for their non-engagement and outline the respective consequences.

- 74. If the student fails to attend the appointment without a reasonable justification, and/or still has not completed the outstanding engagement point(s), the Student Immigration Service will ask the relevant placement team to urgently contact the student and provide evidence of their engagement within 7 days.
- 75. If no evidence is provided, the student, the relevant placement team and the Director of Studies will be notified of the imminent withdrawal of the student's Student visa sponsorship, with an additional 7-day deadline to provide the requested evidence.
- 76. If no evidence is provided by the deadline, the Student Immigration Service will recommend the student for suspension to the Academic Registry and will notify the student that their Student visa sponsorship is being withdrawn.
- 77. If, at any stage, the Placement or International Mobility Team is unable to confirm that the student is engaging with their placement or studies, the Director of Studies will be asked to follow the [Procedure to respond to poor attendance](#).

## **Pre-sessional students**

- 78. Students absent due to illness are required to inform their teacher / course leader as soon as possible, and in any case within 24 hours of their absence.
- 79. Any absence (other than illness) will need to be authorised by the course leader. Authorisation will be granted based on the student's ability to submit assessments, sit examinations and progress normally on the course.
- 80. Any student's absence will be recorded appropriately.
- 81. Students will not normally be allowed to be absent for more than 12 hours in any four-week period. Students who have missed 12 hours in any four-week period (i.e. having attended less than 85% of their course in any four-week cycle) will be required to attend a formal meeting with their course leader, to find out the reason for their poor attendance and to decide on the best course of action. The student will also be reminded of their Student visa responsibilities and the Academic Engagement Monitoring Policy. The course leader will establish a plan of action with the student to improve their attendance where necessary. The student's record will be annotated with the reason for non-attendance and the steps which may need to be taken to improve their attendance. The Student Immigration Service will also be informed.
- 82. If, after the meeting with the course leader, the student's attendance continues to be below 85%, or if the student does not adhere to the steps agreed, the course leader will consult with the relevant Head of Languages / Head of Student Immigration Service and the decision may be taken to withdraw the student from their course and withdraw their Student visa sponsorship for lack of academic engagement.
- 83. Throughout the duration of the course, if the course leader is not satisfied with the student's attendance, or the reason(s) for non-attendance, or if the student does not make contact when required to, the decision may be made that the student should withdraw from the course. In this case, the course leader will consult with the relevant Head of Languages / Director of Employability and Student Success / Head of Student Immigration Service / Head of Academic Registry and the student's Student visa sponsorship will be withdrawn in line with the student's withdrawal from their studies. The student's withdrawal from their course will be reported to UKVI and the student's visa will be cancelled by the Home Office.

## Authorised absence

84. Students on a Student visa who are, or will be, absent, or unable to meet their academic requirements (as outlined above) for more than 7 calendar days must follow the procedures outlined here to request authorisation of their absence. This requirement also applies to Student visa holders undertaking placement or studying abroad. Any unauthorised absence will be addressed in accordance with by Regulation 3.4.
85. Under the Regulation 3.4 “[...] *Apart from illness, students will be granted leave of absence only with the prior permission of the Head of their Department or the person to whom the Head of Department delegates responsibility in this matter.*” In considering whether to authorise absence, students’ ability to submit assessments, sit examinations and progress normally, as well as previous absences, will need to be considered.
86. The maximum continuous period of absence which can be granted without suspending studies is usually 60 calendar days, with the exception of doctoral students needing to complete fieldwork or other study away from the University as part of their studies (including at a partnership institution or study at a temporary authorised location), post-submission vacation requests and, exceptionally, illness. Requests for absences of less than 60 calendar days would not normally be processed as a suspension.
87. Students who intend to be absent or are not able to engage academically for 7 calendar days or less (such as in the case of illness) do not need to request absence under this policy unless their period of absence becomes longer than 7 days, in which case they need to request an authorised absence with a backdated start date. Students who are unable to return to their studies by the expected date need to contact their Director of Studies or doctoral supervisor to discuss a revised return date. The student also needs to inform the Student Immigration Service of the revised return date. Frequent and successive short periods of absence will not normally be permitted.
88. Students who are granted an authorised absence will not receive a refund of tuition fees; nor will their course expected end date be amended to reflect the time away from their studies.
89. Students who wish to request a period of absence from the University must apply via SAMIS on the Web. The Student Immigration Service is responsible for receiving the initial request from students, liaising with Directors of Studies or doctoral supervisors, and confirming that doctoral students have returned as expected. For taught students, any additional or extended absence will be identified as part of the fortnightly academic engagement monitoring process.
90. Undergraduate students are not normally permitted to be absent during designated teaching and examination weeks. This restriction may not apply to students on placement or study abroad who should request permission to be absent from their employer or host University. During University vacation weeks, students are not required to be on campus or meet engagement points and therefore do not need to request an authorised absence. Where students will be away from the University as part of a course-related trip, the relevant course administrator (or equivalent) is required to notify the Student Immigration Service so that a central record can be maintained.
91. Postgraduate taught students will not normally be permitted to be absent during designated teaching and examination weeks unless the teaching and assessment pattern of the course permits this. During the dissertation stage, when there is no taught element to their study, postgraduate taught students intending to complete their dissertation/project away from the University are required to:
  - i. discuss their intention to complete remotely with their Director of Studies / dissertation supervisor, seeking their approval,

- ii. update their contact address on SAMIS to reflect their location during the dissertation period,
  - iii. continue to maintain contact with the University staff and meet academic engagement monitoring requirements.
- 92. Postgraduate taught students in the dissertation stage who submit their dissertation earlier than expected are not permitted to request authorised absence for the remainder of their course in order to work full-time. All students must continue to comply with the 20-hour per week working limit until their official course end date.
- 93. Doctoral students planning to undertake fieldwork, a work placement, or any other study away from the University must request this as a period of authorised absence, selecting the appropriate category. For periods exceeding 60 days, the Student Immigration Service will send a Doctoral Study Away form to the student to be completed. The request to be absent must be authorised by the student's doctoral supervisor and the form needs to provide details of the absence period, as well as how contact will be maintained and recorded during this time.
- 94. Doctoral students undertaking a work placement must provide full placement details to the Student Immigration Service which is required to notify the Home Office. To comply with Student visa regulations, the placement must be an integrated and assessed part of the PhD, directly related to the student's area of research and contributing to their thesis.
- 95. Doctoral students are permitted to take up to 25 days of vacation each year (Sep – Aug). They need to complete an authorised absence request for periods of vacation using the 'vacation' category. This is particularly important if the student wishes to work full-time at the University of Bath during the vacation period.
- 96. Doctoral students may request an extended vacation period between submitting their thesis and completing their viva, as well as between submitting thesis corrections and the award of their degree. Students need to complete an authorised absence request under the 'post-submission' category, which requires approval from their Director of Studies.
- 97. Doctoral students expecting to give birth before completing their course may request a short maternity-related absence of up to 60 days. This can be combined with any accrued annual leave. Alternatively, students may apply for an exceptional extended period of authorised absence, as outlined in the Doctoral Maternity Policy.
- 98. Frequent and successive requests for authorised absences for reasons other than study or research away will not normally be permitted, including during the doctoral thesis submission pending period. Any such request will be reviewed by the Student Immigration Service to determine whether Student visa sponsorship should be continued.

## **Returning to study following withdrawal of sponsorship due to lack of engagement**

- 99. Students whose sponsorship was withdrawn due to non-engagement and who wish to return to study at the University of Bath must explain how their circumstances have changed to support consistent academic engagement. They will also be required to provide supporting evidence where appropriate.
- 100. If the Student Immigration Service is satisfied that the student's situation has improved and the student is committed to regularly and actively engage with their studies, the

relevant Department/School will be contacted by the Student Immigration Service to initiate the standard student's return from suspense process.

- 101.** If there are concerns about whether the student's circumstances have changed sufficiently or about their commitment to engage actively and regularly with their studies, the Student Immigration Service will provide a tailored Support for Study Action Plan and request that the Department/School implement it. The student must agree to this Plan before a CAS can be issued.

## **Responsibilities**

**102. Sponsored students are responsible for:**

- i. Meeting their academic engagement points as detailed in this policy.
- ii. Downloading the SafeZone app and using the app to record physical on-campus attendance at teaching events (taught students only).
- iii. Requesting an authorised absence on SAMIS if they are unable to fulfil their engagement requirements for longer than 7 calendar days.
- iv. Responding to contact from the Student Immigration Service or their department regarding their engagement within the given timescales / promptly.
- v. Keeping their current contact details, including (UK) telephone number, up to date. To support regular attendance and academic engagement, students are expected to reside within a 50-mile radius of the University campus. Students living further afield will be contacted to provide details of their living arrangements and explain how they maintain regular academic engagement.

**103. The Student Immigration Service is responsible for:**

- i. The implementation of this policy (the Skills Centre is responsible for implementing this policy for pre-sessional students).
- ii. Monitoring of the academic engagement data, including data collected by appropriate digital platforms and by the SafeZone app as appropriate, to meet Home Office reporting requirements (the Skills Centre is responsible for the monitoring of physical attendance data for their students).
- iii. Communicating with students, and relevant staff, to encourage re-engagement.
- iv. Withdrawal of Student visa sponsorship where it is deemed appropriate by the University. Where sponsorship is withdrawn, the Student Immigration Service will inform the Home Office and the student's visa will be cancelled.

**104. Digital, Data & Technology Group (DD&T) is responsible for:**

- i. Providing, developing and maintaining the appropriate online platforms and the SafeZone app.
- ii. Providing, developing and maintaining the reporting software as appropriate to ensure data can be accurately reported on within relevant timeframes.

**105. Departments / Faculties / School and the Doctoral College are responsible for:**

- i. Ensuring that SAMIS is updated promptly with information (e.g. changes in student personal and academic details, research degree events, etc.), or the necessary change of circumstance form has been completed and forwarded promptly to Academic Registry / Student Immigration Service when appropriate.

This includes any staff changes such as an appointment of new Director of Studies or doctoral supervisor. It is also the responsibility of the Faculties / School and departments to ensure that any requests from the Student Immigration Service are responded to within the timeframe specified.

- ii. Making students aware that a lack of engagement with studies could affect their visa status and future studies, about which they should seek advice from the Student Immigration Service.

**106. All teaching and student support staff in the Faculties / School and departments are responsible for:**

- i. Monitoring student engagement and attendance and acting promptly by following the [Procedure to respond to poor attendance](#) where an issue is identified. For students on taught courses, the Director of Studies has primary responsibility for identifying any issues and coordinating the response; for students on doctoral programmes, their main supervisor has primary responsibility for this. Staff may be required to provide relevant information about students to the Student Immigration Service at any point throughout the year.
- ii. Engaging with the [Missing Student Protocol](#) when it is suspected that a student, who should be attending on campus, is missing.
- iii. Contacting the Student Immigration Service where there are any concerns about the attendance or engagement of a sponsored student (e.g. failure to maintain contact or submit coursework), this is in addition to initiated [Procedure to respond to poor attendance](#). **It is particularly important that any issues or concerns are followed up promptly due to the strict reporting deadlines set by the Home Office, with which the University must comply, and to support the wellbeing and safety of students at all times.**

**107. Doctoral students' supervisors are responsible for:**

- i. Holding and recording meetings with their students monthly, as scheduled on SAMIS. Cases where meetings are not recorded repeatedly will be escalated to the Doctoral College and the relevant Director of Studies to ensure the information is provided. The supervisors will be sent automatic reminders to schedule and record a meeting 14 days before it is due.
- ii. Notifying the Student Immigration Service and the Doctoral College if there have been any changes (such as a supervisor no longer being responsible for a particular student) so that the change can be formally approved and recorded on SAMIS, allowing academic engagement monitoring to continue uninterrupted.
- iii. Notifying the Doctoral College if a student is considering suspending their studies. This will ensure the process is managed in a timely manner, meeting Home Office compliance deadlines, and preventing the student from being charged for periods during which they were not actively studying.

For more information about data protection, how the University uses student data and your rights, please see <https://www.bath.ac.uk/guides/data-protection-statement-for-student-registration/>.

For information about data retention, please see <https://www.bath.ac.uk/corporate-information/records-retention-schedule/>.

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**Policy approved by the University Executive Board on 22<sup>nd</sup> July 2025**