

**Attendance monitoring for Postgraduate Research Students sponsored by the University under Tier 4 of the Points Based System.**

Postgraduate Research students are required to meet with their Director of Studies

(DoS) normally on a monthly basis throughout their completion period (PGR

Regulations, Annex 3). For students sponsored by the University under Tier 4 of the Points Based System the date and time of these meetings must be documented along with a summary of the meeting. Normally the monthly meeting will be face to face and will take place at the University in Bolton.

Postgraduate Research students sponsored under Tier 4 are required to sign-in at the University on a weekly basis and the section on ‘Non-compliance’ explains the consequences if this is not done.

This will then form the basis of attendance monitoring engagement with their PhD studies in addition attendance monitoring via the weekly sign in system and at Research Skills Workshops.

Students sponsored by the University under Tier 4 of the Points Based System must complete the ‘Research Student Attendance form’ (appendix A) either during or after the meeting with their supervisor. This form must be signed by both the student and the DoS (copies should be retained by both student and DoS) and submitted to the International Student Journey Officer by email or handed into the Student Centre by the deadlines published by the International Student Journey Officer each year on the PGR Moodle site.

# Study outside of the UK

If a student is expected to be absence due to undertaking study off campus students must notify and receive approval in advance from the International Student Journey Officer. This must include confirmation from the student’s DoS that the study period is academically approved and required as part of the student’s research. Students studying away from the University campus must ensure that they remain in regular contact with their research supervisor by Skype, email or telephone and these contacts must be recorded by the DoS and a record provided to the International Student Journey Officer.

# Approved absence

If a student is away from the University taking approved absence for example holidays or if they are unwell this must be notified to the International Student Journey Officer. Please note that any absence must not exceed 60 days in duration and the student must still be able to complete their studies within the time granted on their visa. Documents must be provided to the International Student Journey Officer to be retained as evidence.

# Holidays

Please refer to the Research student Code of Conduct regarding holidays. Tier 4

PhD students wishing to take holiday must complete the PGR Holiday request form (Appendix B). This must be approved by the students Director of Studies and forwarded to the International Student Journey Officer normally 2 weeks prior to the holiday period.

# Non-compliance

Students who fail to submit a Research Student Attendance form during any month will be deemed in non-attendance. They will be contacted by email by the International Student Journey Officer to clarify the situation.

If a student fails to submit a Research Student Attendance form for 2 consecutive months the International student Journey Officer will contact the research supervisor to request a meeting with the student to discuss attendance concerns.

If a student does not provide a satisfactory explanation for missing 2 monthly supervision meetings, does not attend the meeting requested or fails to submit a Research Student Attendance form for 3 consecutive months the International

Student Journey Officer will refer the matter to the Executive Dean – Research and Graduate School and the Director of Student Recruitment and Admissions for consideration for the student to be withdrawn.

Students who are regularly not signing in on a weekly basis will be contacted to by the International Student Journey Officer to discuss their attendance. Students who miss 3 consecutive weeks will be contacted by the International Student Journey Officer. If a student does not provide a satisfactory explanation for not signing in, does not attend the meeting requested or fails to sign in for a 4th consecutive week the International Student Journey Officer will contact the DoS to request a meeting with the student to discuss attendance concerns.

If attendance does not improve following this meeting, or the student fails to attend, or there are concerns relating to the monthly supervision meetings the International

Student Journey Officer will refer the matter to the Executive Dean – Research and Graduate School and the Director of Student Recruitment and Admissions for consideration for the student to be withdrawn.

# Appendix A

**Tier 4 Research Student Progress**

|  |  |  |
| --- | --- | --- |
| Student Name | |  |
| Student Number | |  |
| Date of meeting | |  |
| Name of DoS | |  |
| Location of meeting | |  |
| Summary of discussion at supervision meeting | | |
| Work planned for the next supervision meeting | | |
| Targets Set | | |
| Feedback on academic progress from your supervisor | | |
| Signature of student |  | |
| Date |  | |
| Signature of DoS |  | |
| Date |  | |

**Appendix B**

# Postgraduate Research Student Holiday Request Form (Tier 4 Students)

## Guidance Notes

The leave entitlement for Postgraduate Research Students is detailed in paragraph 16.8 of the Code of Practice for Research Students and Supervisors. This must be consulted before making any application for leave of absence. Student are required to have the permission of their Research Supervisor in order to take holiday and must complete this form for each period of holiday requested. The form must be signed by the Research Supervisor before a student takes holiday normally at least 2 weeks before the proposed holiday period.

The form must then be submitted to the International Student Journey Officer.

Students and Research supervisors should note the following:

* Students must ensure they have sufficient holiday remaining for the academic year before requesting holiday.
* Vacation periods stated on the academic calendar do not apply to Research students. The leave entitlement for postgraduate research students is detailed in paragraph 16.8 of the Code of Practice for Research Students and Supervisors. This must be consulted before making any application for leave of absence
* Students must submit the completed form at least 2 weeks before they intend to take holiday.
* Holiday should only be approved by the Research Supervisor if the student is progressing with their work and has sufficient holiday remaining.
* If students would like to work more than 20 hours per week during approved holiday periods they are permitted to do so and must book holiday in blocks of 1 week. Research students must not work more than 20 hours per week unless they have approval from their Research Supervisor to take holidays and this form is completed and submitted to the International Student Journey Officer in advance of the holiday period.
* Students who require a letter for the purpose of work or travel must request this when they submit their form to the International Student Journey Officer.

# Postgraduate Research Student Holiday Request Form (Tier 4 Students)

|  |  |  |
| --- | --- | --- |
| Student Name |  | |
| Student number |  | |
| Holiday dates requested | From: | To: |
| Number of days (not including weekends) |  | |
| Student signature    **I confirm that I have read and understood the guidance notes for Research students requesting holiday** |  | |
| Date |  | |
| Name of Research  Supervisor |  | |
| Signature of Supervisor | I can confirm that I approve the holiday requested | |
| Date |  | |

|  |  |
| --- | --- |
| Date received by  International Student  Journey Officer |  |
| Approval of holidays confirmed with student |  |
| Approval of holidays confirmed with the Research and Graduate School. |  |