Attendance Expectations at the BISC

Background:

The Bader International Study Centre (BISC)’s Attendance Policy is intended to assist students in the achievement of their learning potential. The BISC recognises the enormous investment that students make, both in time and money, in choosing to pursue a programme of Higher Education and as a responsible Institution it has a duty to follow-up promptly on matters of non-attendance so that students can be supported and given every opportunity to succeed.

In addition, the BISC has a legal duty to report non-European Economic Area (non-EEA) students with Tier 4 visas to UK Visas and Immigration (UKVI) when the student has missed 10 consecutive timetabled commitments (which include all scheduled classes, on- and off-site experiential learning opportunities, exams, and arranged meetings with faculty). The BISC has an additional obligation to report to UKVI any other such changes that may affect the terms of an international student’s visa. This includes reporting failure to register, reporting withdrawals (both enforced and unenforced), and leaves of absence.

Expectations:

Students are expected to attend all timetabled commitments.

Attendance is taken at the beginning of every class and on- or off-site experiential learning opportunity. The BISC does, however, understand that there are occasions in which circumstances beyond a student’s control result in a student being unable to attend a timetabled commitment.

- Short-term absences (a maximum of two consecutive classes) will be discussed directly with the course instructors. In case of illness, the student is encouraged to contact their course instructors before missing class, if possible. In addition, it is recommended that the student attend the instructor’s office hours to make sure they understand the material they have missed.

- In cases of illness or other circumstances in which a student misses an academic assessment deadline, students are also required to complete an Extenuating Circumstances Form. This should be submitted to the Deputy Academic Director detailing the duration and reasons that the student is unable to attend class and/or submit an assignment by the deadline. The Deputy Academic Director will then inform the student’s instructors as to whether an extension for assessed work has
been granted and/or whether absences should be excused for the assessment of class participation.

- In circumstances where a student has missed, is close to missing 10 consecutive commitments, or is showing a pattern of significant levels of absence the student will be contacted by the Attendance Supervisor, who will review the situation and will contact the course instructors. The Attendance Supervisor can make the recommendation that the student should not be academically penalised for their absence if there is professional documentation supporting the legitimacy of the absence.

Considerations:

- If more than ten consecutive timetabled commitments are missed, then the BISC will need to consider reporting the student to the UKVI for violation of their visa agreement.
- It always remains the responsibility of the student to catch up on any work they have missed.

It is important to note that attendance is not synonymous with participation. For the purposes of this document, attendance is defined as the student’s physical presence at a timetabled commitment. In contrast, participation is an evaluation of class engagement. It should be understood, however, that regular absences are likely to have a significant impact on the student’s ability to participate and can thus have a significant impact on the student’s academic standing.