



University of
St Andrews

International Foundation Programmes and Preessional Courses: Attendance monitoring policy

Document type	Policy
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Purpose	This document outlines the attendance policy for International Foundation Programme and Preessional Courses

Version number	Purpose / changes	Document status	Author of changes, role and school / unit	Date
1.0	published document	published	Lesley Thirkell, Deputy Director	7.6.19.

Attendance on University courses is monitored to ensure that students engage with the programme of study for which they are enrolled. This allows the University to ensure that student contact is sufficient to enable the fulfilment of course requirements and thus successful course completion. It also enables the University to investigate absences, which may stem from Health and Safety reasons. As a Sponsor of Tier 4 students, and mindful of its responsibilities, the University also monitors student attendance to ensure compliance with UKVI requirements. Attendance is recorded on all courses taught in the International Education Institute (IE). For non-credit bearing courses, the attendance requirement and the method of recording attendance varies depending on the course. If a student does not attend the required number of classes, IE follows established University procedure and Registry will be informed.

Teachers complete attendance registers, and records are updated by the end of each week. All attendance records are retained for each course, for the academic year of study.

International Foundation Programmes

International Foundation Programme (IFP) students are required to attend 90% or more of all classes. Attendance is recorded on an online Excel spreadsheet accessible to all relevant teaching staff. The Centre for International Foundation Programmes Academic Handbook details the attendance requirement and the procedure for flagging up non-attendance.

If a student's attendance causes concern, they will first receive a written warning from their Personal Tutor. If the student's attendance continues to be problematic, they will be sent an Academic Alert Attendance. If attendance does not improve, they will meet with the Director or Deputy Director of IE. Finally, if non-attendance persists, they are issued with an Academic Alert FINAL. The student will not be able to graduate from the IFP and Registry will be notified automatically.

Pre-sessional Courses and Academic Induction

Attendance is compulsory for all classes. Attendance is recorded on an online Excel spreadsheet accessible to all relevant teaching staff. The course handbooks make clear that unexplained absence or habitual lateness will negatively affect a student's successful completion of the course. If a student does not complete the course successfully, the Deputy Director will notify Registry as part of the end-of-course procedures and processes.

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