

Navitas University Partnerships Europe (UPE)

NPR M3: Right to Study, Attendance, Student Monitoring and Reporting – Covid-19 Addendum Version 2020/01

1.0 Introduction

- 1.1 In response to the Covid-19 pandemic, ICRGU has moved the delivery of its courses online, meaning that in-person monitoring of attendance is no longer possible. This document reflects the alternative arrangements implemented by the college, in order to monitor student engagement with the course.
- 1.2 ICRGU continues to strongly believe that attendance and engagement in the course is necessary in order to be successful. During this challenging period, ICRGU will work with students to ensure that all students have access to the resources and support that they need in order to be able to engage in their course.
- 1.3 For our international students studying on a Tier 4 visa, we will continue to sponsor you whilst our face-to-face teaching is suspended. We will continue to align with the UKVI's latest published guidance in relation to the ongoing sponsorship of students on Tier 4 visas, and will inform you if this impacts your studies with us. You are permitted to return to your home country where it is safe for you to do so, and are expected to continue engaging with your course once you are home. If you are travelling to your home country, or have already done so, it is your responsibility to ensure that you have notified the college of this at the earliest opportunity. The college and University are still required to inform the UKVI of any students who fail to engage with their course of study.
- 1.4 Students are required to continue to engage with all online learning opportunity, completing assessments as required, and participating in one-to-one meetings and sessions with college staff and tutors where requested. If students are unable to attend, or to engage with recorded classes where available, they are required to notify the college of this in line with existing approved absence procedures. Where a student is unable to attend a scheduled session live due to differences in time zone, students are expected to catch up on the recorded session or learning materials from that session at the earliest opportunity.

2.0 Engagement Monitoring

- 2.1 Students are required to attend all scheduled classes, however where this is not possible such as due to differences in time zones making this challenging, students should utilise the learning materials made available to them through Moodle, including watching recorded sessions where available.
- 2.2 Teachers will record attendance at all online delivered sessions, and this will be recorded against a student's study record with us.
- 2.3 ICRGU will also monitor engagement with our virtual learning environment Moodle to ensure that students are meeting the required levels of engagement.
- 2.4 ICRGU will contact students considered to have not met the required level of engagement in any given week in order to understand the reason for this, and to support the student in increasing their engagement to the required level.
- 2.5 Where an International student on a Tier 4 visa consistently fails to meet the required level of engagement, and where an absence has not been approved by the college, the college and University will be required to report the student's withdrawal from the course.
- 2.6 Engagement will be assessed based upon attendance to scheduled sessions, submission of assessments and other course based work, as well as adequate use of learning materials online which are monitored through technical measures available to the college.

3.0 More Information

- 3.1 Questions in relation to attendance and approved absences should be sent to student.services@ic.rgu.ac.uk where the college will do its best to assist students. Students are strongly encouraged to proactively contact their college if they have issues with engaging with their course.