

Attendance Monitoring Arrangements for Postgraduate Research (PGR) programmes



The University's Code of Practice for Research Degree Programmes requires that records are kept of all formal structured interactions (confirmed meetings) between PGR students and their Supervisors.

The date, time and status of these confirmed meetings will form the basis of attendance monitoring for research students. In particular, for students holding a Tier 4 visa, the recording of these formal structured interactions (confirmed meetings) will be the sole record of attendance at the University and therefore a condition of their continued visa sponsorship.

Attendance monitoring arrangements are as follows:

- Attendance will be monitored for all students up to submission of the thesis.
- In addition, the attendance of Tier 4 visa holders will be monitored up to completion of their studies while they are subject to UK visa requirements. This will include any periods of pending submission (final writing up), extended submission or under examination if the student continues to reside with the UK.
- *PGR Occasional students who are registered at Newcastle University and who are holders of a Tier 4 Visa, will have their attendance monitored during their registration. PGR Occasional Students are expected to report to their Graduate School on a monthly basis to demonstrate engagement/attendance.*
- For research students, Schools/Institutes must ensure that attendance is recorded and confirmed in ePortfolio on a regular basis throughout the full academic year.
- This attendance will be monitored by Graduate Schools, who will undertake a confirmed meeting record check every six weeks for all students and every three weeks for Tier 4 visa holders. Graduate Schools will circulate information to Schools/Institutes and Faculties following these checks.
- If a student holding a Tier 4 visa does not have a confirmed meeting record within 8 weeks, Graduate Schools will send a notification email to the student requesting that they take action to ensure they meet the attendance monitoring requirements.
- Where research students expect to be absent from the University, they must obtain authorised approval either by completing the "Student Notice of Absence Form" or requesting an Interruption of Studies through ePortfolio.

In addition to the above, attendance at key stages of the programme – i.e. Induction, Project Approval, Annual Progress Review or other key Milestones will be recorded on the student record.

Outside Study

PGR students intending to do the following activities must complete an "[Outside Study Form](#)":

- Undertake Primary Research away from their approved campus of study (e.g. fieldwork, data collection, study visit to library/archive/industrial unit) OR
- Write-up their thesis or complete corrections from home.

The form should be submitted if a student will be away from their approved campus of study for:

- 4 weeks or more or,
- for any duration if travelling to a high-risk location.

The form requires approval from the supervisory team, in advance of the period of outside study and should then be forwarded to the relevant Graduate School for consideration. The information will be recorded on SAP. Where students are conducting outside study they must initiate a monthly "keep in touch" e-mail to the School Office, which will form an electronic census. This is in addition to any correspondence with the supervisor.

Important Information

- *PGR students who are under candidature and who are undertaking primary research outside the UK will normally be permitted to do this for 12 months without curtailment of the Tier 4 visa.*
- *PGR students who are leaving the UK to write-up in their home country, or elsewhere will normally have their Tier 4 visa curtailed.*

Holiday Entitlement

PGR students are entitled to a maximum of seven weeks (35 working days) holiday leave (including all times when the University is officially closed e.g. Christmas and bank holidays). Students must complete a Student Notice of Absence form in advance of any leave of a week or more following agreement with their supervisor and send it to the designated e-mail address for the School, copying in their supervisor. Further information is available in the [PGR Holiday Entitlement Policy](#).

Further information is available at:

<https://www.ncl.ac.uk/students/progress/student-resources/PGR/keyactivities/AttendanceMonitoring.htm>