Attendance Monitoring Arrangements for Postgraduate Research (PGR) programmes (International Students Only)

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

From the start of the academic year 2016/17, 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.

From 1st October 2016 therefore, attendance monitoring arrangements will be as follows:

Attendance will be monitored for all students up to submission of the thesis.

In addition, for students who are holders of a Tier 4 visa, attendance will be monitored up to completion of their studies while they are subject to UK visa requirements.

- For research students, Schools/Institutes must ensure that attendance is recorded and confirmed on a regular basis throughout the full academic year.

- This attendance will be monitored by RSST/MSGS.

- There will be a monthly confirmed meeting record check for all students arranged by RSST/MSGS and circulated to Schools/Institutes and Faculties.

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 “Outside Study Form” (see below).

- Where students holding a Tier 4 visa fail to record a meeting within any 8 week period, they will be required to contact RSST/MSGS to clarify their situation as soon as possible.

PGR students intending to conduct work off campus must complete an “Outside Study Form” (http://www.ncl.ac.uk/students/progress/student-resources/PGR/Changecircs.htm) which must be approved by their supervision in advance and submitted to the Research Student Support Team/Graduate School. This applies to any period of time of a month or more working off campus. This must be stored 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.
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.

PGR students who are holders of a Tier 4 visa who are either pending submission (final writing up), extended submission or under examination and residing within the UK must continue to record regular meetings with their supervisor via 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.

**Additional Guidance for PGR Occasional Students (Added 1st June 2017)**

*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 record a monthly meeting in ePortfolio with their Academic Contact at Newcastle University to demonstrate engagement/attendance.*

*There will be a monthly confirmed meeting record check for PGR occasional students on a Tier 4 visa arranged by RSST/MSGS and information will be circulated to relevant Schools/Institutes and Faculties.*

**Additional Guidance on Outside Study (Added July 2017)**

*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.*