Department of Physics Tier 4 Monitoring

The department has a requirement to monitor the attendance of international students studying on a Tier 4 visa. The department follows the guidelines defined at

<https://www.strath.ac.uk/media/ps/cs/gmap/academicaffairs/policies/Tier_4_Procedure_June_2014_-amended_Dec_2015.pdf.pagespeed.ce.WBI75hu8ll.pdf>

The department operates as follows.

1. Academic Monitoring:

Staff in the Student Office JA 8:31 have responsibility for entering international student attendance data in SEAMS.

1. International students will be monitored as follows
   1. **Undergraduate students Year 1, 2 and 3**

All students in year 1, 2 and 3 are required to sign in to the teaching laboratories and tutorials. Any Tier 4 student that misses 3 weekly laboratory sessions in a row will be reported by the lab coordinator to the Student Office JA 8:31. All sign-in sheets will be shredded at the end of the academic year.

* 1. **Undergraduate students Year 4 and 5**

All students will meet regularly with their project supervisor. Any Tier 4 student who misses 3 weekly scheduled project meetings in a row will be reported by the supervisor to the Student Office JA 8:31. Year 4 projects commence week 2 of 1st semester and run until end of 2nd semester, Year 5 projects commence week 1 of 1st semester and run until end of 1st semester. 5th year student will then be monitored through attendance at tutorials in semester 2. Staff running tutorials will notify the Student Office JA 8:31 of any student who misses 3 successive tutorials.

* 1. **Postgraduate Taught Student Monitoring**

All postgraduate taught Tier 4 students will be monitored through the submission of coursework at defined times and attendance at tutorials. Any student who does not submit an element of coursework by the defined late submission deadline will be reported by the class coordinator to the Student Office JA 8:31. Staff running tutorials will notify the Student Office JA 8:31 of any student who misses 3 successive tutorials.

* 1. **Postgraduate Research Student Monitoring**

Any postgraduate research Tier 4 student will be monitored through meetings with the first supervisor. Any student who misses 3 scheduled meetings in a row will be reported by the supervisor to the Student Office JA 8:31. In addition the Student Office will contact supervisors on a monthly basis to check that Tier 4 students are engaged in their research activities. All postgraduate students are expected to conduct their research on campus.

1. Pastoral Monitoring: all Tier 4 students are required to sign-in in JA 8:31 on a weekly basis. This is to allow the students to a fixed point of reference in the department. All sign-in sheets will be shredded at the end of the academic year.