

BANGOR UNIVERSITY INTERNATIONAL COLLEGE (BUIC)

Student Attendance Policy

1. Introduction

This policy applies to your Stage 1 study at BUIC. The policy relating to your Stage 2 study at Bangor University is found here: <https://www.bangor.ac.uk/ar/main/student-attendance.php.en>

2. Attendance

Every timetabled lesson at BUIC is an expected contact point.

You are expected to attend **ALL** timetabled lessons. This is important for your academic success and to meet the attendance requirements of the UK Visa and Immigration Authority.

Your teachers will record your attendance (present or absent) at all timetabled lessons on a student attendance register.

3. Missing class

If you are absent from class for any reason, you will be marked as **ABSENT**.

For unplanned absences, (for example, you feel ill in the morning), you must contact BUIC before the lesson on bicstudents@bangor.ac.uk or 01248 383785. Without prior notification, you may be expected to complete a 'self-certification of illness' form on return to college. For illnesses of 3 days or more, you are expected to provide a medical note from your Bangor GP Surgery.

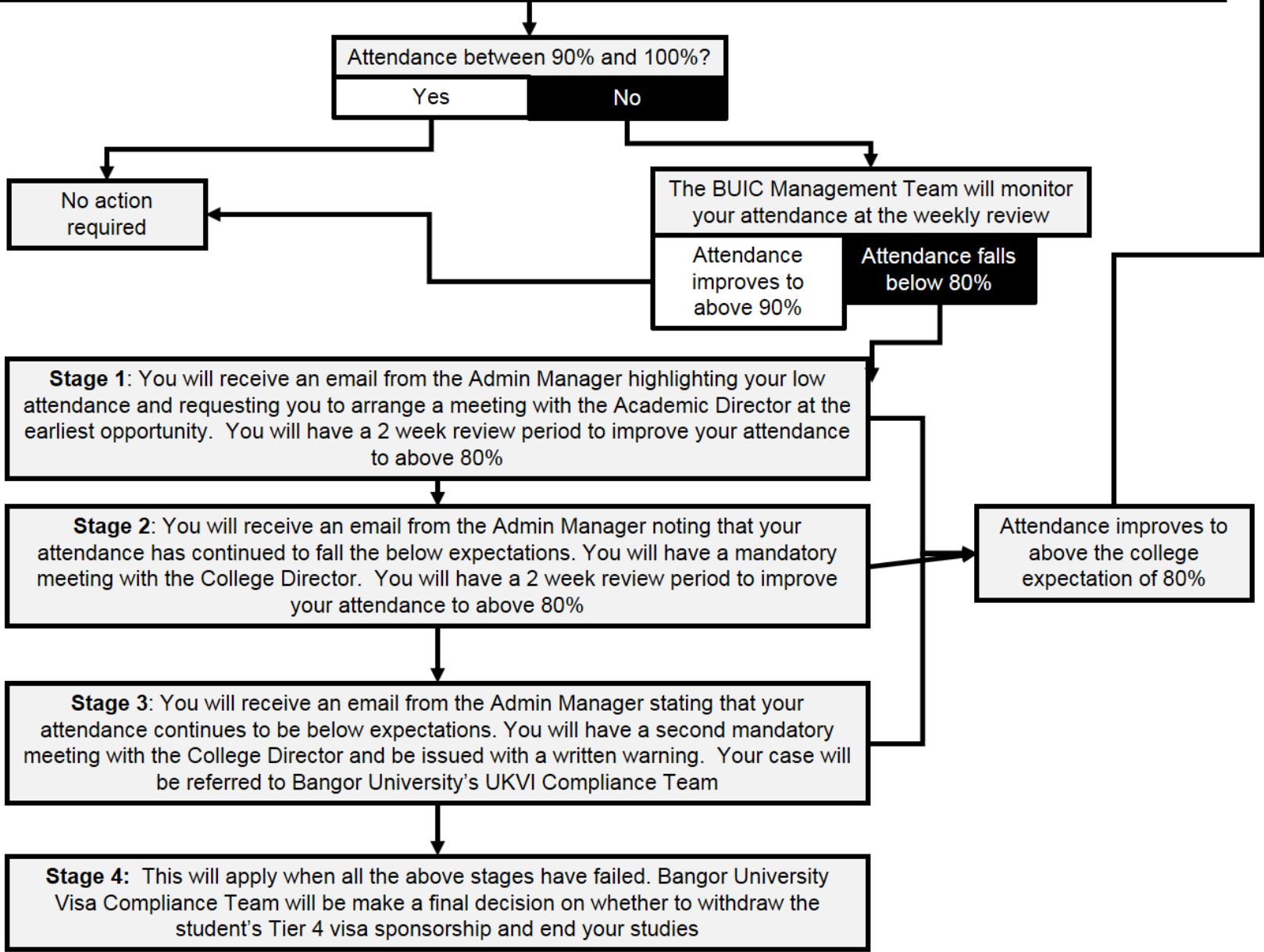
For planned absences, you must complete an 'absence request form' before the planned departure (available from the admin office) for consideration by the College Director.

4. Monitoring and escalation

The Admin Manager transfers the data from the student attendance registers to an electronic spreadsheet.

The BUIC Management Team review the electronic spreadsheet weekly and share this with the UKVI Compliance Team at Bangor University. If your attendance falls below the minimum requirement of 80%, the BUIC Management Team will implement the following four-stage escalation process.

Bangor University International College - Weekly Attendance Review



When a student is put on stage 1 for the third consecutive time, this automatically triggers stage 2. Where a situation is sufficiently concerning (for example, where a student's attendance or academic engagement has dropped markedly within a short period of time), the BUIC Management Team can trigger a higher stage of the escalation process immediately.