

Student Route Re-engagement Form

This form is to be completed and agreed upon between a student and their School representative as a result of a student’s missed attendance at a contact point during their course.

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| **Student Name:** |  | **Student ID Number:** |  |
| **School:** |  | **Course:** |  |

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| **Date of most recent missed contact points:** |  |
| **Where are you currently residing?** |  |

## Section One: Reasons for non-engagement (Student to complete prior to attendance at meeting)

**Please detail the reasons for your missed contact points. Do you have any health or welfare issues that you would like to talk to staff about?**

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**Do you have anything to support the reason for your missed contact points or recent attendance, e.g. a Doctor’s note? If you have evidence, please bring this to the re-engagement meeting with you.**

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**Do you have a job outside of your study hours? If you do, how many hours a week do you work? If you have questions about working in the UK, please talk to International Student Support (****int.support@ntu.ac.uk****) or see their website -** [**https://www4.ntu.ac.uk/student\_services/international\_students/working\_in\_uk/index.html**](https://www4.ntu.ac.uk/student_services/international_students/working_in_uk/index.html)

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**Is there anything else we should know regarding your studies or absence?**

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**Student:** The decision on whether to allow you to continue studying will be made by your School.By signing this form, you confirm that you understand this and the importance of attending all scheduled sessions per the Student Charter and your Student Route visa conditions.

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| Signed (Student):  | Date: |

## Section Two: Re-engagement meeting (School representative to complete)

**Has Section One been completed in full by the student?**

Yes [ ]

No [ ]

**Has the student’s reasons for non-attendance at all contact points and cumulative attendance been reviewed and discussed in conjunction with the rest of their academic profile?**

Yes [ ]

No [ ]

**Has the student been signposted for any further support? E.g. Student Support Services and Personal Tutor.**

Yes [ ]

No [ ]

**Has the student been reminded of the engagement expectations we have as an institution?**

Yes [ ]

No [ ]

**Has the student submitted all their assessments on time (except in the case of a late submission as a result of an authorised NEC)?**

Yes [ ]

No [ ]

## Section Three: Decision (School representative to complete)

**From the evidence provided and discussion with the student, the following outcome has been determined:**

1. The reasons for low engagement are accepted, and the student should immediately re-engage [ ]
2. The reasons for low engagement are accepted, and the student is given a defined period of time before being expected to re-engage [ ]
3. The reasons for low engagement are not accepted, and recommend immediate withdrawal of the student [x]

**Use the box below to summarise the discussion with the student and how this decision has been reached.**

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*If the decision is withdrawal, the student can be informed either during the meeting or afterwards by the Academic Registry; this is down to the preference of the School representative.*

**Where you have selected Option B, provide the date the student should re-engage:**

**School Representative**: By signing, you confirm that the form’s information is correct at the time of submission.

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| Signed (Staff):  | Position:  |
| Print Name:   | Date:  |

## Section Four: Submission (School Administrator to complete)

Please send a copy of this form to Academic Registry via ImmigrationCompliance@ntu.ac.uk, retaining the original on the student file for reference. Please use the Student ID number in the subject of the email.