

**RESEARCH STUDENT ATTENDANCE RECORD**

**(to be filled out by the supervisor and research student, and signed off by the supervisor)**

**Name: ……………………………………..**

**PI: ………………………………………...**

**Department: …………………………………**

**Faculty: ………………………………**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Expected Contact / Reports** | **Date** | **Who Attended** | **Notes, Comments or Other Contacts** | **Please indicate if the work undertaken was on Campus or remotely** |
| **Year 1:** |  |  |  |  |  |
| **September** | International Student Registration & Conference |  |  |  |  |
| **October** | *[Registration]*  *Student Induction: Welcome to the OU*  *Faculty Induction*  *Supervisory Meeting*  *Third party monitor meeting*  *viva*  *Other contact[[1]](#footnote-1) (please specify under ‘Notes/Comments/Other contacts’)*  *Could include*  *Doctoral Workshops*  *Seminars*  *Other departmental meetings*  *Journal club*  *Daily attendance in lab*  *Upgrade assessment – presentation, discussion of lit review, mini viva*  *etc* |  | *Which staff from faculty, department, RDT, Academic Professional Development staff or trainers, supervisors, other students, lab staff*  *The point of this column is to consolidate the evidence presented that the student did attend the specified event.* | *Note here the main point of the event. If a supervisory session, note a couple of sentences about the discussion and what was achieved.*  *Example:*  *Discussion on how the PhD Study could be designed; what should be the focus of the PhD Period; Exploring option of Indian Support* |  |
| November |  |  |  |  |  |
| December |  |  |  |  |  |
| January |  |  |  |  |  |
| February |  |  |  |  |  |
| March |  |  |  |  |  |
| April |  |  |  |  |  |
| May |  |  |  |  |  |
| June |  |  |  |  |  |
| July |  |  |  |  |  |
| August |  |  |  |  |  |
| September |  |  |  |  |  |
| **Year 2-3-4 etc** |  |  |  |  |  |
| **October** | Add months and years as appropriate. Monitoring until the student has completed their degree. Please note – this includes when the student is writing up, the time period when a student has submitted and is awaiting an examination and when completing corrections.  If the student leaves the UK for any reason, a form for authorised absence should be completed. In consultation with Research Degrees Team, a decision will be taken as to whether the OU can continue to sponsor the student. In these circumstances, contact Research Degrees Team for advice. If monitoring cannot continue, the University may have to withdraw sponsorship for the student.  Failure to comply with UKVI attendance monitoring requirement puts the student’s individual visa and the University’s Student Route sponsor status at risk. |  |  |  |  |

Please confirm the student’s current address or provide details of the student’s new address in the box below:

|  |
| --- |
| I (student) confirm that the current address details are correct  The current address details are incorrect, and the new details are |

Please confirm the number of hours the student is employed per week

|  |
| --- |
| I (student) confirm that I am employed and work       hours per week not including study.  I (student) confirm I am not employed. |

Please confirm that you have read the information below.

|  |
| --- |
| Please confirm that the student (unless they are on authorised absence or annual leave and the appropriate forms have been submitted) has been engaging with their research and has been attending campus as per the expectations outlined in [Academic Attendance & Engagement Policy](https://www.open.ac.uk/students/research/documents/documents/academic-engagement-and-attendance-policy#overlay-context=forms-and-guidance).  I (student) confirm that I have been engaging with my research and have been attending campus a minimum of 2 days per week as per the Academic Attendance & Engagement policy.  I (student) confirm that I have had an authorised absence/annual leave which permits me to not attend campus for the period stated in the document. |

Please provide details for the reason for any missed contact(s) in the box below:

|  |
| --- |
|  |

Please provide details of any absence, including annual leave, sick leave or other authorised absences below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of absence** | **Date of return** | **Reason for absence, was absence outside of the country and if so where.** | **Confirmation student has returned** |
|  |  |  |  |

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| --- |
| I (supervisor) confirm that the form is complete and all required information has been supplied  Name of Supervisor       Date |

**How to use this form**

Research student and supervisor collaborate to update the same Word document monthly with research student’s campus engagement. The supervisor should submit the updated form monthly (at the start of the month) to [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk), copying in your Faculty/School PhD Administration.

1. Expected contacts could also include attendance at research methods seminars or doctoral workshops organised by the School/Faculty/Institute, submission of interim reports, submission of thesis and viva. [↑](#footnote-ref-1)