



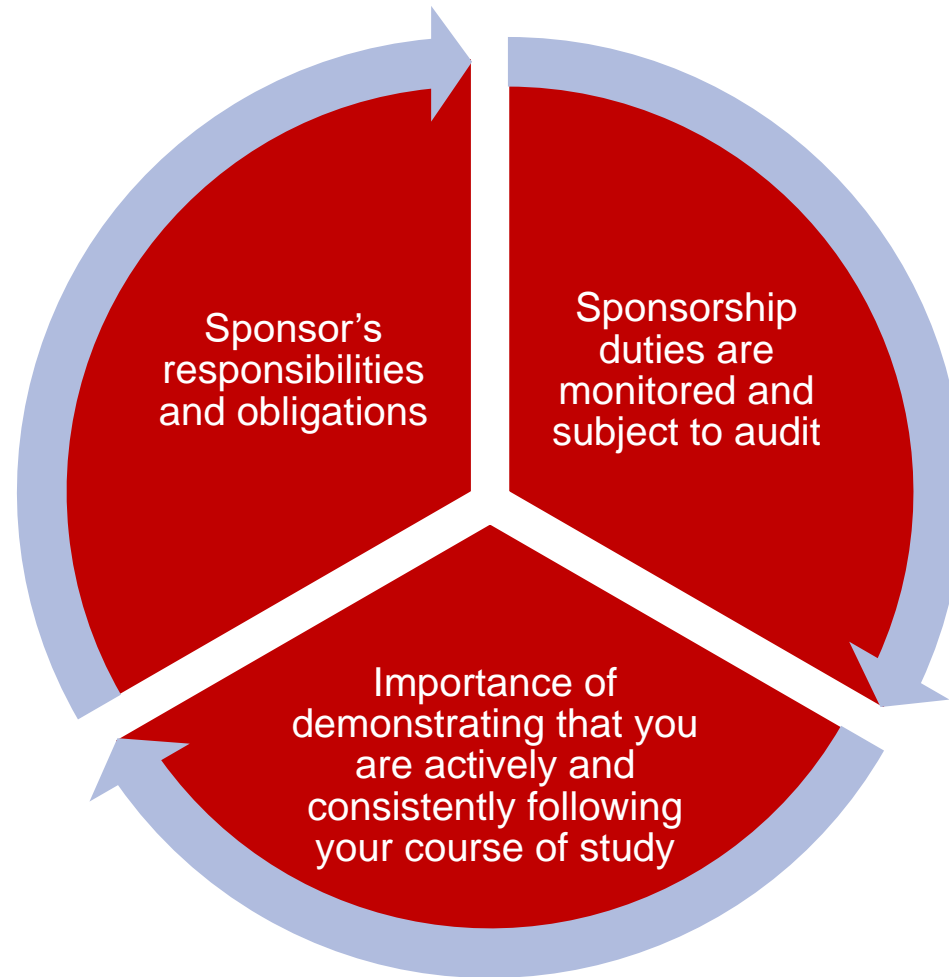
Student Route Engagement Monitoring - Guide for Academic Staff Members



**International Student Support
Queen's University Belfast**

Introduction

Queen's University Belfast holds a **licence** to sponsor international students to come to the University to study.

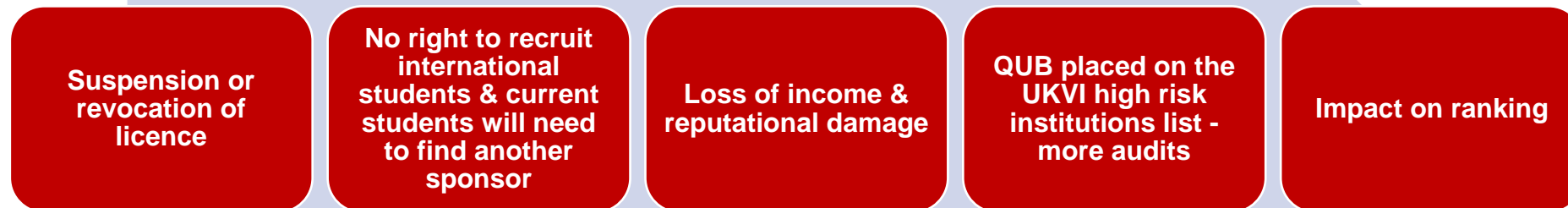


The University and Immigration Rules

Queen's University is responsible for a sponsored student from the point of CAS assignment until withdrawal of sponsorship, the student leaves the UK, they change sponsor or switch immigration category.

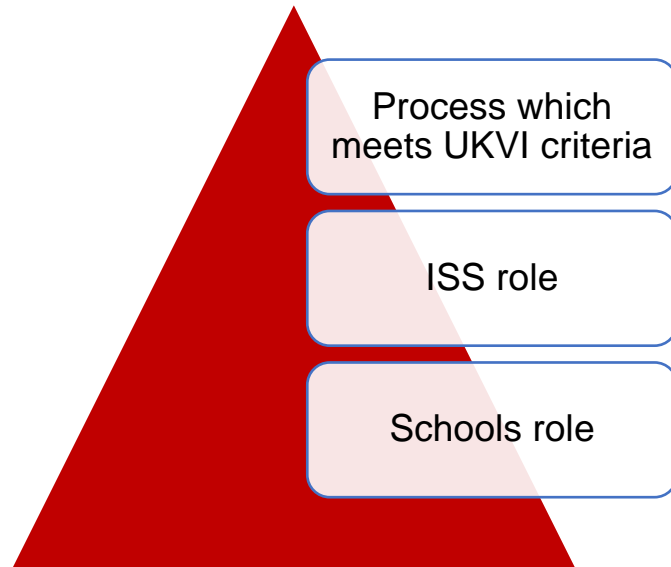


Bad practice may lead to:

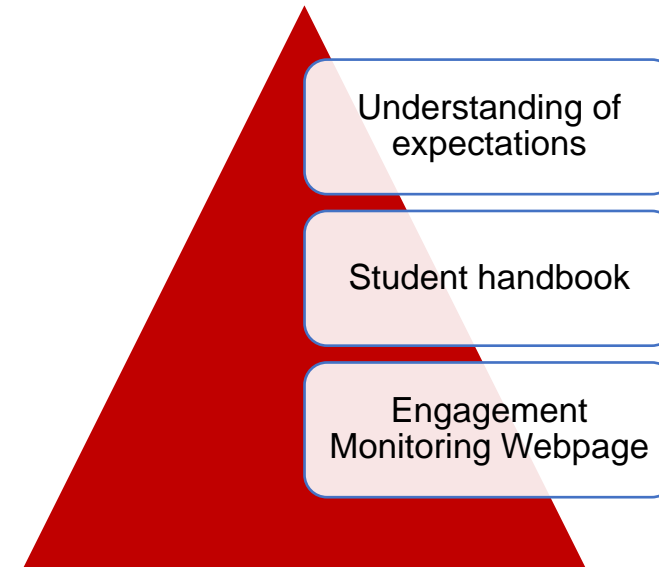


Student Route Engagement Monitoring Policy

Aims



Student Awareness



Student Route Engagement Monitoring

Setting Contact Points

UG students	Once every two weeks
PGT students	During taught modules: once every two weeks During research modules: once a month Whilst undertaking their dissertation: once a month
PGR students	Once a month

Student Route Engagement Monitoring webpage:

<https://www.qub.ac.uk/sites/iss/VisasImmigration/Engagement-Monitoring/>

A Guide for Academic Members of Staff

If your module has been selected by your school as a contact point, you will receive an email the working day before your lecture / session.

This email will contain the following information:

- The Event Name
- The Event ID
- The date or date range the QR code is valid for
- The QR code that you need to display in your lecture
- A link to the app to allow you to register attendance on behalf of students if they are unable to do so themselves
- A link to instructions on how to use the app

You will also be sent a reminder via MS Teams on the morning of your lecture.

Displaying the QR Code



Display on a slide at the start of your presentation



Make QR Code as large as possible to aid scanning from a distance



Alternatively, you can print out copies or display on a laptop



QR Codes

Important Information

A new QR code is required for each module selected every week

QR code will expire at 9pm on the day of the lecture

Important Information

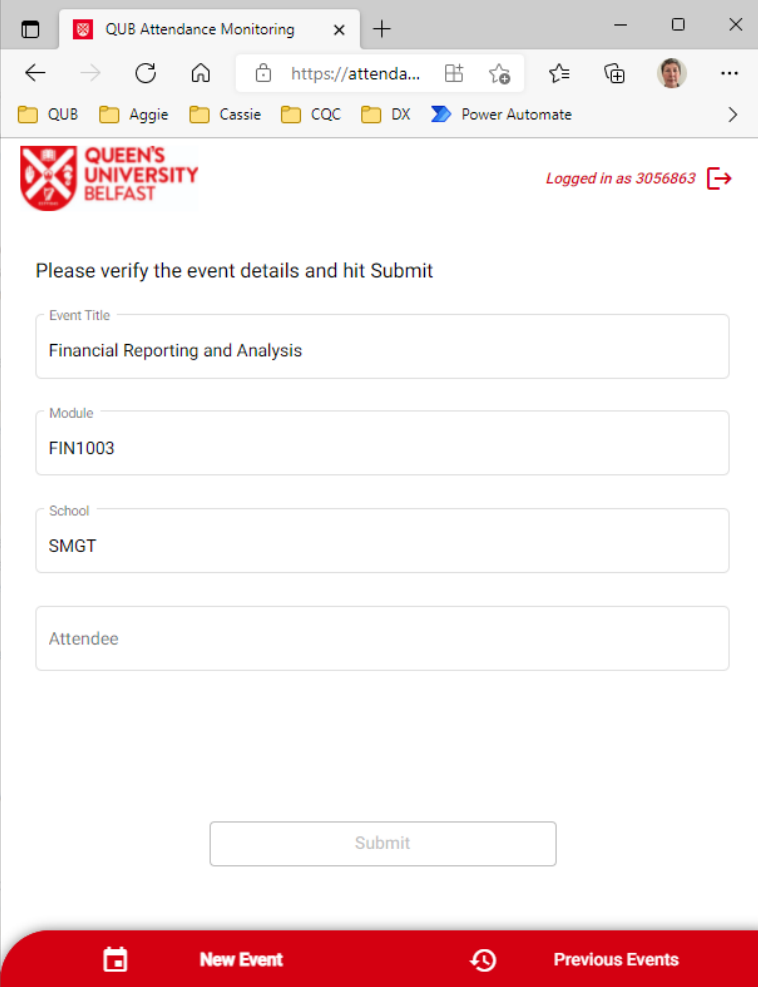
In some cases, a QR Code may be valid for a range of dates if there are multiple sessions run over the week

A QR code only expires for student scans. Academics and administrators can still register student attendance after the expiry date and time



Registering Attendance on Behalf of a Student

- If students have issues scanning the QR code, you can record their attendance or pass the information to the School to manage
- To record it in your lecture, you can either scan the QR Code or click on the link provided in the specific module email sent to you
- You can then enter the name or student number of the student who has attended. Select the correct student and hit 'Submit'



The screenshot shows a web browser window with the URL <https://attenda...>. The page header includes the Queen's University Belfast logo and the text "QUEEN'S UNIVERSITY BELFAST" and "Logged in as 3056863". The main content area contains a form with the following fields:

- Event Title: Financial Reporting and Analysis
- Module: FIN1003
- School: SMGT
- Attendee: (empty field)

Below the form is a "Submit" button. At the bottom of the page, there is a red navigation bar with two buttons: "New Event" and "Previous Events".

Key Contacts

Engagement Monitoring Key Contacts:

Technical Support	engagement-monitoring@qub.ac.uk - issues with App, QR Codes
International Student Compliance	isscompliance@qub.ac.uk
Immigration Advice	immigration@qub.ac.uk

Student Route Engagement Monitoring webpage:

<https://www.qub.ac.uk/sites/iss/VisasImmigration/Engagement-Monitoring/>

Attendance Monitoring App webpage:

<https://www.qub.ac.uk/sites/iss/attendance-monitoring-app>