

Attendance and Engagement Policy for Taught Students

1. Principles and Expectations

- 1.1 The University expects our students to be active participants in their education and that they will:
- Be in attendance and engaged at all scheduled teaching and learning activities/events required by the module and/or programme.
 - Engage with and participate in all guided and independent group study, assessment and feedback, and any other activities required by the programme.
 - Inform the University if they are unable to attend scheduled learning and teaching activities/events for reasons of illness or other extenuating circumstances.
- 1.2 Engagement is defined separately from attendance because not all forms of engagement require students to be present, either physically or virtually, at a particular time and place.
- 1.3 Attendance encompasses the activity of being present, whether in person or online, at scheduled learning, teaching and other activities as required by the module and/or programme.
This may include:
- Physical attendance at scheduled teaching and/or other learning events as required by the programme. This includes but is not limited to lectures, seminars, laboratory sessions, tutorials, workshops, fieldtrips, practice placements and examinations.
 - Virtual attendance at scheduled teaching and/or other learning events as required by the programme. This includes but is not limited to video conferencing of live sessions, scheduled participation in an online forum and on-line examinations.
- 1.4 Engagement encompasses the activity of engaging with, and participating in guided, independent or group study activities, assessment and feedback, and any other activities required by the module and/or programme. Such activities may include:
- Submitting formative and/or summative assessment.
 - Accessing and/or interacting with online learning materials, including viewing recap recordings, and completing tasks in virtual learning environments.
 - Undertaking placements or study abroad; or
 - Participating in Academic Personal Tutorial meetings.
- 1.5 The requirements for regular and appropriate attendance and engagement are stipulated in the General Student Conduct section of the [Student Contract](#) and the Attendance and Engagement section of [The Academic Regulations for Taught Programmes](#).

2. Importance of Attendance and Engagement

- 2.1 Active participation in learning opportunities is a crucial part of enabling students to achieve the maximum benefit from their time at the University. Monitoring student attendance and

engagement is an important part of our strategy to support student retention, performance, and success.

- 2.2 By monitoring student attendance and engagement, the University is able to identify students who may require additional academic or pastoral support and implement measures to support and encourage engagement.
- 2.3 Attending and engaging with all learning activities prepares students for expectations associated with workplace and professional practice.
- 2.4 Confirmation of satisfactory attendance may be required in reference requests for employment or further study.

3. Attendance and Engagement Monitoring

- 3.1 The University will record attendance and engagement.
- 3.2 The University will provide students with information about monitoring mechanisms and procedures so that students can ensure their attendance record is accurate.
- 3.3 Faculties and schools must clearly communicate their attendance and engagement expectations to students.
- 3.4 Procedures will be put in place to identify when students' attendance or engagement is a concern in accordance with the University's [Engagement and Monitoring](#) requirements. Students will be contacted at an early stage and offered support. Thresholds for unsatisfactory attendance and engagement will be defined at programme level.
- 3.5 Where attendance or engagement continues to be unsatisfactory, and no mitigation is evidenced, students may be withdrawn from the University under the [Unsatisfactory Work, Attendance and Engagement procedure](#) or programme specific procedure.
- 3.6 Where attendance is a required part of the module learning outcomes (e.g. clinical programmes, performance, fieldwork, laboratories), schools must make this clear to students along with consequences of non-attendance.

4. Statutory and Compliance Requirements

- 4.1 The University has a duty to comply with statutory obligations in relation to attendance and engagement.
- 4.2 These obligations include, but are not limited to:
 - For international students who have a student visa, the University is required to demonstrate compliance with the requirements of the visa. Where it is identified that a student visa holder

is not attending and engaging with their studies, the University, as the sponsor, has a responsibility to report this to the Home Office.

- Programmes accredited by professional, statutory, or regulatory statutory bodies (PSRBs) may have their own attendance and engagement requirements, which must be met in order to fulfil the standards of their programme. Further information on specific requirements for individual programmes will be provided by the relevant Programme Team.
- For students in receipt of statutory funding (including UK Student Loans and Title IV Loans) the University is required to report accurate information to meet our statutory financial obligations, including but not limited to: the Programme of study being undertaken; Tuition Fees; Registration and Attendance; Changes affecting eligibility; Suspension and withdrawal
- International Sponsors and other Funding bodies require statements of attendance.

4.3 In addition, accurate attendance and engagement records are required as part of any consideration and determination of student complaints and appeals and other formal processes.

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Related policies	
Related procedures and guidance	Standard Operating Procedure for Attendance and Engagement (SOPEA)
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