



Student Attendance and Engagement *Policy*

Date approved 1 st circulated	20 September 2021
Approved by	University Executive Team
Date of (next) review	20 September 2023

1. PRINCIPLES

- 1.1. The University recognises that student attendance and engagement at lectures and associated academic sessions¹ are key factors in academic success.
- 1.2. Absence prevents a student from gaining the full benefit from the programme of study on which he or she is enrolled.

2. EXCLUSIONS

- 2.1. This policy excludes unavoidable absences due to legitimate personal or medical difficulties. The University is committed to supporting students through such difficulties.
- 2.2. In such cases, the student should notify the lecturer(s) or Head of School as soon as possible. If practical, provision will be made to ensure student engagement in the programme for the duration of the absence.
- 2.3. Further information about what constitutes unavoidable absence and the related provisions are laid out in the University's Quality Handbook, Code of Practice C1.

3. POLICY

- 3.1. It is the policy of the University to pro-actively encourage students to attend all timetabled lectures and associated academic activities.
- 3.2. The University therefore strives to ensure that students are aware of the importance of attending all lectures and associated academic sessions:
 - in order to gain the full benefit of the higher education offered; and
 - in relation to collective academic activities such as group projects and peer learning, in order not to prejudice the opportunity for others to gain the full benefit of the higher education offered.
- 3.3. The University also encourages students to embrace the principle of attendance and engagement as a matter of personal responsibility. The University's Quality Handbook, Code of Practice E2, expects students to commit to taking responsibility for their learning and to engage with the learning opportunities provided (such as carrying out required independent study, attending classes and completing assessed work).

¹ Associated academic sessions include, but are not necessarily limited to, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, placements.

4. IMPLEMENTATION

- 4.1. The University's Quality Handbook, Code of Practice C1, states that minimum attendance requirements for each programme must be set out in the programme or module handbook, as applicable, and notified to students at the commencement of the programme; attendance includes attendance at specified types of teaching session or equivalent activity (such as a work placement or field trip) and attendance at examinations designated as compulsory.
- 4.2. Attendance requirements per programme are therefore detailed in the programme or module handbook. It is the responsibility of students to acquaint themselves with, and adhere to, attendance requirements as laid out in the programme or module handbook.
- 4.3. Attendance is monitored by lecturers² and how attendance is monitored is stated in the programme or module handbook. Where the lecturer records attendance in the University's Student Information System (Tribal), students can access their attendance records via a Tribal app available to students.
- 4.4. Whilst the University recognises that students may have competing commitments (e.g., full- or part-time employment, childcare), it expects students to manage these commitments around timetabled lectures and associated academic sessions.
- 4.5. Students are expected to be punctual, arrive on time for lectures and associated academic sessions, remain for the duration thereof, and to participate fully in group work and interactive academic sessions. Punctuality and engagement are monitored by the lecturer.
- 4.6. Expectations of attendance, punctuality and engagement (other than as specified in the programme or module handbook) are matters of academic judgement on the part of lecturers and Heads of School³.

5. STUDENT SUPPORT

- 5.1. The University monitors attendance in order to be able to offer support and thus provide students the opportunity to fulfil their academic potential.
- 5.2. In the event of student attendance falling below expectations, the lecturer will notify the student, the Head of School and the Student Experience Office.
- 5.3. The University will then engage with the student to identify the reasons for poor attendance and, if possible, to resolve issues limiting his or her ability to attend.

² Lecturer includes any member of the teaching staff responsible for delivering a lecture or associated academic session.

³ Heads of School includes Programme Coordinators

6. PERSISTENT ABSENCE

6.1. In the event of persistent failure to meet attendance expectations and to respond to related communications from lecturers or the Registry, the University reserves the right to:

- inform (where relevant) the funding body or sponsor; and
- withdraw enrolment at the University.

6.2. In the event of withdrawal of enrolment, the date of withdrawal will be communicated to the student in writing and any entitlement to tuition fee refund will be calculated from the date of the communication. There are no tuition fee refunds for non-attendance during periods as an enrolled student.

6.3. Following withdrawal of enrolment, the student will be issued with a transcript listing the credits obtained as an enrolled student. If the student is eligible for an exit award, the student will be issued with the appropriate certificate.

7. MONITORING and REVIEW

This policy is approved by the University Executive Team, may be adjusted in the light of experience, and will be reviewed by the Team at intervals of two years.