

# UEL Engagement & Attendance Policy

## Information for Undergraduate and Postgraduate taught students

Throughout your time at UEL we will monitor your engagement with your programme, including your attendance at all scheduled classes. We will also consider your engagement with learning resources and sessions with your Academic Advisor.

As a UEL student you are expected to attend all scheduled sessions, including lectures, seminars, group work and tutorials. You are also expected to be punctual, to be respectful of others' time as well as your own, to participate whilst present, to put in time to study between classes, to prepare for taught sessions and to be active participants in both group work and your own learning experience.

This policy applies to all enrolled students on taught programmes and recognises that modes of study may have differential attendance requirements.

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#### **1. Why does the University monitor my attendance?**

We monitor your attendance because we have a duty of care towards our students and we want to ensure that you get the most out of your academic and professional experience at UEL. Poor engagement affects not only you, but also those who are learning alongside you on your module or programme.

We also have statutory responsibilities to report non-attendance and changes in your enrolment status to funding bodies. In the case of international (Tier 4) students we are also required to inform UK Visas and Immigration if you are no longer engaging with your studies.

#### **2. What are my responsibilities in relation to attendance?**

We expect you to be committed to your studies and to demonstrate this through your attendance and general level of engagement. That includes keeping appointments with your Academic advisor and other staff, preparing well for taught sessions and making good use of the wide range of resources and opportunities available to you.

You are expected to attend all taught sessions and engage in all activities that are scheduled as necessary to achieve the learning outcomes of your programme, as outlined in programme and module handbooks.

For your own benefit, and out of respect for teaching staff and other students, you must turn up in good time, stay for the entirety of a taught session and participate fully. Lateness of leaving early may be marked as absences. You are responsible for all required work that is missed due to absences or lateness.

It is your responsibility to regularly check your timetable as, on occasions, room changes may occur.

If you experience difficulties with attending taught sessions, turning up on time, staying to the end of classes or engaging with any other aspect of your studies, please raise this straight away with your academic advisor, module or programme leader. Failure to do so will result in absences and recorded lateness.

It is your responsibility to make sure your attendance is recorded accurately and to ensure that you swipe personally and correctly for each session.

Swiping other students' ID cards on their behalf is NOT permitted. The University takes this matter very seriously and any student caught doing so will be subject to immediate disciplinary action.

### **3. How does my attendance affect my student loan funding?**

If you are in receipt of tuition fee loans and/or or maintenance loans via the Student Loans Company (SLC), the University has an obligation to report your attendance during the academic year and to notify the SLC of any changes in your enrolment status.

Maintenance loan funding is provided to support students with the costs of studying full-time. If you cease to engage full-time with your programme, including consistent attendance at scheduled classes, then you will lose your entitlement to this funding.

In the event that you are suspended or withdrawn from your programme at UEL, the University will notify the SLC and will provide your last date of attendance. You may be required to immediately pay back any monies received from the SLC after this date.

Please consult the UEL Fees Policy for further information on your liability to pay tuition fees if you suspend or withdraw from your programme. The UEL Student Money, Advice and Rights Team (SMART) can provide information, advice and guidance on student funding and finance.

### **4. How does my attendance affect my Tier 4 student visa?**

The University has statutory obligations to UK Visas and Immigration to ensure all enrolled Tier 4 students are attending fully, as required by the conditions of their visa. Any decision

regarding a student's continued enrolment as a result of attendance concerns will be reviewed by the Student Immigration and Compliance Team in collaboration with academic staff, in line with the Tier 4 requirements.

The University will report to UK Visas and Immigration any international students on a Tier 4 student visa who are withdrawn from their programme for not complying with the Engagement and Attendance Policy. This is in line with the University's compliance responsibilities as a Tier 4 sponsor. Reporting a withdrawal to UK Visas & Immigration will normally result in curtailment of visa for Tier 4 students.

#### **5. What happens if my ID card is lost or broken?**

It is your responsibility to remember your ID card at all times. Please immediately contact the Student Hub if your card is lost or broken, or if you have any reason to believe that it is faulty.

#### **6. What should I do if I need to miss one or more of my classes?**

The University recognises that you may need to undertake part time employment to support your studies and may have other commitments such as childcare or family or religious events. However, we do expect you, wherever possible, to fit these commitments around timetabled sessions in order to fully engage in your programme of study.

If you experience difficulties with attending taught sessions, turning up on time, staying to the end of classes or engaging with any other aspect of your studies, please raise this straight away with your academic advisor, module or programme leader. Failure to do so will result in absences and recorded lateness.

If you require an extended period of absence from your studies, or for any reasons you feel unable to continue with your existing timetable, please speak to your academic advisor, programme leader, or contact the Student Hub, where we will direct you to the right advice and support. We may talk to you about the possibility of taking a break from your studies, so that you are able to return to the University when you are in a better position to engage with your programme.

#### **7. What should I do if I need to miss one or more of my assessment deadlines?**

All assessment deadlines are published in advance and you are required to make yourself available for all scheduled exams and other assessed work. However, if you know that you will not be able to meet one or more of your assessment deadlines due to a serious and unplanned event, please complete an extenuation form.

#### **8. What are the consequences of unsatisfactory attendance?**

We will monitor your attendance on a rolling basis throughout the academic year. We do this by checking that you have swiped into all of the scheduled sessions on your published

timetable. We review this data on a regular basis and will take action where we see that you have repeatedly missed classes or where you have stopped attending all together.

We will notify you of any concerns with your attendance levels and we will expect to see an immediate improvement in your attendance at classes. Where we see no improvement, you may ultimately be withdrawn from your programme.

The table below outlines the steps we will take where we notice repeated absence or non-engagement with your programme.

<b>Consequences for excessive absences or non-engagement</b>		
<b>Identified concern</b>	<b>Repeated absences from scheduled classes</b>	<b>Non-engagement (total attendance below 10%)</b>
<b>Stage 1</b>	A notification letter will be sent to you. You do not need to respond but your attendance levels must improve	A notification letter will be sent to you. You are required to respond, letting the University know whether you intend to resume your studies
<b>Stage 2</b>	If your attendance does not improve, you will be required to meet with your academic advisor or programme leader to discuss the matter	If your attendance does not improve, you will be given one weeks' notice of the University's intention to withdraw you from your programme
<b>Stage 3</b>	If your attendance still does not improve, your case will be reviewed by the Head of Department. A possible outcome of this review is that you are withdrawn from your programme	If you have not resumed attending your scheduled classes, your enrolment will be terminated and we will write to you to confirm this. The SLC or UK Visas and Immigration will be informed
<b>Stage 4</b>	If you are permitted under stage 3 to remain on your programme of study but your attendance still does not improve, your enrolment will be terminated and we will write to you to confirm this	N/A
<b>Appeal process</b>	You may appeal in writing to the Head of School	No appeal permitted

## **9. How does this policy apply to part-time and distance learning students?**

This policy applies to part-time and/or distance learning students as well as full-time students. As a part-time and/or distance learning student, we also expect you to be committed to your studies and to demonstrate this through your general level of engagement. That includes making good use of the wide range of resources and opportunities available to you.

You are expected to engage in all activities that are scheduled as necessary to achieve the learning outcomes of your programme, as outlined in programme and module handbooks.

This includes completing and submitting all coursework on time and taking all exams set for your programme of study.

For distance-learning students, engagement will be assessed through the recording of your log-in activity. For your own benefit, and out of respect for teaching staff and other students, you are expected to join in online sessions where required, logging on in good time, staying online for the entirety of a live session, and participating fully.

You should inform your School, as outlined in the programme and module handbooks, if you cannot fully participate with your studies, set activities or assessments. This helps them to help you. Such reporting is also to your benefit if your lecturers are asked to write references for you or if your engagement is considered a cause for concern and potential withdrawal.

### **10. What should I do if I want to leave the University?**

UELSU welcomes being notified of any difficulties you are facing at the earliest opportunity in order to support you in the best way that we can. For more information on other university support please contact the Students' Union <https://www.uelunion.org/advice/>.