Engagement & Attendance Policy

Contents

Policy Owner: Associate Director of Student Service

Department: Student Services – Student Engagement and Retention Team

Version	Effective From	Amendments	Equality Analysis	Stakeholders Consulted (e.g. Disability & Dyslexia Team, Policy Review Group)	Approval Date	Author	Date for Review
V2.0	01/09/2022	Inclusion of links to appropriate associated policies in final section. Inclusion of links to guidance/procedure which fall outside of the policy. Clarification on engagement measures and what is considered to be engagement with course of study. Inclusion of links to specific guidance for international students. Cross referenced to Absent and missing student policy. Inclusion of Circumvention procedure Cross referenced to student Code of conduct.	01/09/2023	Policy Review Group, International Compliance, Placement Team, Student Union, EEC & Academic Board Members	20/09/2023	Andrea Didier	31/10/2024

This Policy is reviewed by Education & Experience Committee and approved by Academic Board

1 Purpose and Scope of the Policy

1.1 Purpose

1.1.1 Throughout your time at UEL we monitor your engagement with your programme. We will consider your engagement with learning resources, Teams and Moodle activities, sessions which take place with your Academic Advisor and scheduled classes.

1.2 Scope

1.2.1 This policy covers all Full Time, Part time and Distance Learning, Undergraduate and Postgraduate taught students. This includes students undertaking apprenticeship courses as well as those completing professional practice and courses with placements.

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

2 Statement

2.1 Context

2.1.1 As a UEL student you are expected to engage with all scheduled sessions, including lectures, seminars, group work and tutorials. During extended projects and dissertations, you must engage with dissertation work and follow attendance guidelines for dissertation supervision set out in dissertation module specifications.

2.1.2 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 groupwork and your own learning experience.

2.2 Why does the University monitor my attendance and engagement?

2.2.1 We monitor your attendance and engagement 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 attendance and engagement affect not only you, but also those who are learning alongside you on your module or programme.

2.2.2 If you are an apprentice undertaking a higher or degree apprenticeship at UEL, we are contracted to your employer to deliver a specified number of hours training. Your employer expects us to report any absences from timetabled lessons to them.

2.2.3 We also have statutory responsibilities to report non-attendance and changes in your enrolment status to funding bodies. In the case of international students who require a student visa, we are also required to inform UK Visas and Immigration if you are no longer engaging with your studies.

3 Responsibilities

3.1 What are my responsibilities in relation to my attendance and engagement?

3.1.1 We expect you to be committed to your studies and to demonstrate this through your attendance, participation 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.

3.1.2 You are expected to attend and participate with all taught sessions, whether online or physical, and engage in all activities that are scheduled as necessary to achieve the learning outcomes of your programme. This will be directed by course leader and outlined in course and module handbooks.

3.1.3 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 or leaving early may be marked as absences. You are responsible for all required work that is missed due to absences or lateness.

3.1.4   You are responsible for registering your attendance/engagement with events by either swiping your access card on the attendance card reader on campus, clicking on the tap in button for online events via Teams, or engaging with activities via virtual learning environments such as Moodle. It is your responsibility to regularly check your timetable as, on occasions, room changes may occur for campus-based events

3.1.5   You can monitor your attendance and engagement using Track My Future, which shows you your engagement score over the preceding week. Your engagement score is a combination of engagement with Moodle, Teams and your physical attendance at timetabled events.

3.1.6   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 Course Leader.

4 Loan Funding

4.1 How does my attendance and engagement affect my Student Loan Funding?

4.1.1   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.

4.1.2   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 engagement with scheduled classes, then you will lose your entitlement to this funding.

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

4.1.4   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.

5   Student Visas

5.1   How does my Attendance affect my Student visa?

5.1.1   The University has statutory obligations to UK Visas and Immigration to ensure all enrolled student on a Student visa are attending fully, as required by the conditions of their visa. Any decision regarding a student's continued enrolment as a result of engagement concerns will be reviewed by the Student Immigration and Compliance Team in collaboration with academic staff, in line with the Student visa requirements.

5.1.2   The University will report to UK Visas and Immigration any international students on a 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 Student visa sponsor. Reporting a withdrawal to UK Visas & Immigration will normally result in cancellation of Student visa. Please visit https://uelac.sharepoint.com/sites/GovernanceandLegal/SitePages/Visa-implications-of-a-Withdrawal-from-Studies.aspx for further information on relevant visa implications.

6   ID Card

6.1   What happens if my student ID card is lost or damaged?

6.1.1   It is always your responsibility to have your Student ID card with you when you are on campus. You must not give your card to anyone else to use. Please immediately contact the Student Hub if your card is lost or damaged, or if you have any reason to believe that it is faulty.

7   Missing Classes and Assessments

7.1   What should I do if I need to miss one or more of my classes?

7.1.1   The University recognises that you may have other commitments outside of your study. However, we do expect you, wherever possible to fit these commitments around scheduled sessions in order to fully engage in your programme of study.

7.1.2   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 Course Leader. If you are going to miss a day or more, you must complete the online absence form.If you are an apprentice, you should follow the procedures above but in addition you must ensure your employer is aware of your absence and email degreeapprenticeships@uel.ac.uk stating your student number, reason for absence and the employer you work for.

7.1.3   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, Course Leader, or contact the Student Engagement & Retention team, 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.

7.2   Responding to reports of an absent or missing student

7.2.1   If we suspect that a student is missing or has not returned after a period of notified absence, we will follow procedures outlined in the Absent and Missing student policy.

7.3   What should I do if I need to miss one or more of my assessment deadlines?

7.3.1   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 of more of your assessment deadlines due to a serious and unplanned event, please complete an extenuation form. See Extenuation guidelines.

8 Consequences

https://uelac.sharepoint.com/sites/studentsupport/SitePages/Extenuation-Guidance.aspx

8.1 What are the consequences of unsatisfactory attendance and engagement?

8.1.1 We will monitor your engagement on a rolling basis throughout the academic year. We do this by checking that you have swiped or tapped into all of the scheduled sessions on your published timetable, engaged with on-line activities and accessed university resources. We review this data on a regular basis and will contact you where we see that you have repeatedly missed classes or where you have stopped engaging all together. Unsatisfactory engagement with scheduled sessions and online resources or repeated non-attendance may lead to you being withdrawn from your programme of study.

8.2 What should I do if I am withdrawn from my course due to unsatisfactory engagement and would like to appeal?

8.2.1 If you are unhappy about a decision to be withdrawn due to unsatisfactory engagement, you will be required to provide evidence about your reasons for non-engagement and to create an action plan to show how you will make up for missed work. This will be reviewed by a relevant member from your school who will make a decision according to your specific circumstances. See appeal guidelines for further information.

9 Part time and distance learning students

9.1 How does this policy apply to part-time and distance learning students?

9.1.1 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.

9.1.2 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.

10 Student Initiated Withdrawal

10.1 What should I do if I want to leave the University?

10.1.1 The Student Engagement and Retention Team 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. If you are thinking about leaving UEL, you should contact the Student Engagement and Retention team who will talk to you about your options.

11 Student Engagement

11.1 What should I do if I am unhappy with my attendance and engagement monitoring?

11.1.1 Your attendance and engagement are vital to your success at university. It is therefore essential that you engage with all sessions and activities that make up your programme of study and monitor your progress while studying. If you are unhappy with the way that your attendance has been recorded, please contact the student engagement and retention team who can talk to you about your engagement. For further information and to contact the Student Engagement and Retention team, please visit our pages.

12 Circumventing the Attendance Policy

12.1 What is meant by circumventing the attendance policy?

12.1.1 Circumventing the attendance policy refers to anytime you sign in or register your attendance but do not attend the class. Likewise, if you register on another student/s behalf this will normally also be considered to be circumventing the attendance policy.

12.2 How will these incidents be identified?

12.2.1 Spot checks will be carried out periodically to identify incidents of the attendance policy being circumvented. These checks will be carried out during timetabled session and students will be asked to present ID card to verify that they are in attendance.

12.3 Does this mean students need to carry their student card when attending classes?

12.3.1 Yes, you should make sure you always have your student card when on campus particularly when attending classes.

12.4 What do I do if I have witnessed incidents of the attendance policy being contravened or circumvented?

12.4.1 You should inform the Student Engagement and Retention team on Sert@uel.ac.uk

12.5 What will happen if I contravene or circumvent the attendance policy?

12.5.1 The first time you will be marked as absent, and you will receive a written warning advising you of the consequences of further attempts to circumvent the attendance and engagement policy.

12.5.2 If you continuously contravene or circumvent the attendance policy you will face a charge of Non -Academic Misconduct.

13 Links to other Institutional Policies and Procedures

13.1.1 This Policy/Regulation relates to the following institutional regulations, policies or procedures:

- **Tuition Fees Policy**
- **Assessment and Feedback Policy**
- **Fitness to Study**
- **Fitness to Practice**
- **Student Code of Conduct**

14 Definitions

Attendance: Physical attendance recorded when the student swipes their access card on the attendance card reader in the classroom shown on their timetable at the given time.   This data is presented in Power BI to give an overall attendance percentage for those on-campus/virtual events marked as compulsory for attendance monitoring.

 Engagement: Activities recorded when a student engages with activities within the wider institution. This can refer to online engagement such as conversations within teams, viewing an online recording, raising a ticket within the student hub or physical engagement such entering the library or using studio space.

Retention: Students returning to the same Higher Education Institute, typically the year following entry.

Progression: Student has achieved the learning outcomes for a specific level and are eligible to progress to the next level or complete their programme.

Moodle Activity: Student engagement with Moodle which is used to show how often a student is accessing programme material etc and the last date of access.

Student ID swipe data: Data captured as the student uses their card around campus.   This is used to verify engagement where students are not registering attendance e.g., if they forget to swipe in the classroom, if the event is moved to a different room than that shown on the timetable or where this a faulty card reader/no reader.

Institutional Data Analytics: Use of Institutional software which identifies students' progress and/ or achievement. This includes but is not limited to the use of Power BI reports on progression, attainment, and attrition, as well as other educational analytics.

Institutional Engagement Data: Data collated from institutional online platforms such as Kortext, Pro-retention and other sources showing the last engagement that a student had with the institution.

Teams activities: Online engagement with learning activities which are based within the MS Teams platform.