

Note:

This policy is intended to be applied flexibly, in recognition that the external environment is subject to change, and a variety of unforeseen circumstances may arise. The Chair of Education Committee and Deputy Chair of Senate are authorised to make reasonable and proportionate amendments in implementation as required.

1. PURPOSE

- 1.1 In ensuring that its students are presented with the best opportunities to succeed on their programmes of study, the University expects full attendance/engagement with scheduled sessions and activities. Evidence indicates that interaction with scheduled sessions and activities is fundamentally connected to student outcomes and allows students to work effectively alongside their tutors and peers.
- 1.2 The University recognises that there are circumstances when a student may legitimately be unable to attend and engage when required and here effective communication with the tutors concerned is fundamental to allow support measures to be put into place as appropriate.
- 1.3 This document sets out the University's expectations in relation to the recording and monitoring of student attendance, eng

3.1.2 Module Tutors are responsible for recording attendance and maintaining registers in a timely manner through the CELCAT Self-Service Portal.

3.1.3 If, for good reasons, students are unable to attend a scheduled session, they are expected to notify the Module Tutor and engage with session tasks set on the VLE, or otherwise communicated.

3.2 Notification of Absence for Non-attendance or Non-engagement

3.2.1 Students who for valid reasons are unable to attend or engage satisfactorily with a session or sessions within a week may request a "notified absence" be recorded on the register. Please note that normal work demands on the part of an employee on holidays will **not** normally be viewed as valid reasons for absence.

3.2.2 Students may request a "notified absence" from their studies by contacting the Programme Leader¹ by email, copying in their Personal Academic Tutor. The student should explain why they are requesting the absence. The Programme Leader and Personal Academic Tutor may, if they deem it appropriate, ask students to provide documentary evidence² of the reason for their notified absence.

3.2.3 Where a student is unable to attend and engage in module activities and complete assessments before the end of a module, a request for Mitigating Circumstances should be submitted together with documentary evidence.

3.2.3 It may also be deemed appropriate for a student to pause (suspend) their studies until such time that they can re-engage.

3.3 Absence Procedure

3.2.4 Regardless of whether absence is notified or unauthorised, the University regards absence from study as a concern for a student's progression an

3.3.6 A *Notification of Intention to Withdraw* can also be issued if after 8 weeks from the start of a programme an enrolled student has never attended or engaged with the University, they may, following investigation by their assigned Personal Academic Tutor and authorisation by the Head of School, if

(made fail and finish), as outlined in the Assessment Regulations.

5. **REVIEWS AND APPEALS AGAINST WITHDRAWAL FOR NON**

POSTGRADUATE RESEARCH DEGREE PROGRAMMES⁵

7. ATTENDANCE AND ENGAGEMENT ON POSTGRADUATE RESEARCH DEGREE PROGRAMMES

7.1 Attendance and Engagement Expectations

7.1.1

any concerns. In the case of international students, this meeting may also include a member of the International Student Support Team and UKVI Compliance Team. If a student fails to engage for 60 days the University will consider termination of registration and UKVI sponsorship withdrawal (if applicable), using the usual procedures for postgraduate research students.

7.4 Remote Study Outside the UK – International Students

International postgraduate research students sponsored under the Student Route who wish to undertake their research studies for a period of time outside the UK must receive approval from both the UKVI Compliance Team and their Director of Studies. Engagement and attendance expectations as set out above will apply.

ANNEX A: ABSENCE MONITORING PROCEDURE FOR TAUGHT PROGRAMMES

Stage	Action	Responsibility
Routine: Standard monitoring at module level	Module Tutors monitor attendance and engagement and report any absence concerns to Personal Academic Tutor.	Module Tutor
Informal: Short periods of absence or emerging patterns/concerns	Early intervention via routine meeting with Personal Academic Tutor. Personal Academic Tutor invites student to meet and discuss reasons for absence	

after Initial
Absence Concern
Meeting.

ANNEX B: RESPONSIBILITIES

1. Students on Taught Programmes

engagement with, scheduled sessions - through programme induction (new and continuing students), and by referring to this policy and information in Programme Guides, Module Guides, and other programme documentation;

- c. Authorising notified absences.
5. Postgraduate research students⁷ are responsible for
 - a. Scheduling and/or attending monthly research engagement meetings with their Director of Studies/supervisor ;
 - b. Completing the Research Attendance Form on Sharepoint;
 - c. Notifying their Director of Studies/supervisor of any meeting absences.
 6. Directors of Studies⁸ are responsible, *inter alia*, for:
 - a. Ensuring that postgraduate research students understand their responsibilities with regards to attendance/engagement;
 - b. Contacting postgraduate research students if they fail to arrange as agreed, or attend, any scheduled engagement meetings;
 - c. Scheduling attendance concern meetings in line with paragraph 7.3 above;
 - d. Referring international postgraduate research students sponsored under the Student Visa Route to the UKVI Compliance Team and Research and Doctoral College where necessary;
 - e. Referring postgraduate research students to other student services and support that may be available to them.
 7. Academic Co-ordinators for Recruitment and Retention are responsible for:
 - a. Following up on attendance concerns identified by Personal Academic Tutors;
 - b. Together with Personal Academic Tutors attending the Final Absence Concern Meeting with students to discuss their attendance;
 - c. Liaising with the International Student Compliance Manager over international student attendance issues;
 - d. Issuing *Attendance and Engagement Plans and Warnings*;
 - e. Advising Heads of Schools of students who need to be withdrawn.
 8. Heads of School and/or Research Coordinators are responsible for:
 - a. Authorising the withdrawal of students who

sponsored under Tier 4 or the Student Visa Route and notifying the International Student Compliance Manager of any absence concerns.

10. The UKVI Compliance Team is responsible for:
 - a. Noting and attending Final Absence Concern meetings;
 - b.

STUDENT ATTENDANCE AND ENGAGEMENT POLICY	
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