

## ATTENDANCE AND ENGAGEMENT POLICY

### Introduction

1. This policy does not apply to Distance Learning courses.
2. This policy does apply to Distance Learning programmes which may contain in-person elements.
3. Classroom learning is central to the University culture and each individual student's development. The University's expectation of attendance and engagement are set so that these mirror and develop behaviours and qualities associated with success in academic study and professional life.
4. This policy should be read in conjunction with the University's policies on Late Arrival to Classes, and Early Departure from Classes.

### General Principles

5. Attendance is defined as the physical presence of the student in the learning environment for the entire scheduled session.
6. **Special note:** Students studying at partner institutions should refer to their attendance policy and procedures. For sponsored visa students studying abroad at partner institutions, students are responsible for obtaining signatures each month from a relevant contact at the host organisation as proof of attendance and return this to the University.
7. Students are expected to attend all classes for the courses in which they are enrolled, come to class prepared, and be active participants in both group work and in their own individual learning experiences.

8. When a student records more absences than permitted for the course (depending on the length of the course and number of classes, see the table below), the student will receive an attendance failure (FA).

Semester	Programme	Frequency of classes in a semester/session	Permitted absences
Fall/Spring	Undergraduate 15 weeks	Courses that meet once per week	No more than three absences
Fall/Spring	Undergraduate 15 weeks	Courses that meet twice per week	No more than six absences
Fall/Spring	Undergraduate Year One Entry First Semester 12 weeks (London only)	Courses that meet once per week	No more than two absences
Fall/Spring	Undergraduate Year One Entry First Semester 12 weeks (London only)	Courses that meet twice per week	No more than four absences
Fall/Spring/ Summer	Postgraduate 13 weeks	Courses that meet once per week	No more than three absences
Fall/Spring/ Summer	Postgraduate 6 weeks	Courses that meet once per week	No more than two absences <i>(due to the intensive nature)</i>
Summer	Undergraduate	6 Week courses	No more than four absences
Summer	Undergraduate	3 Week courses	No more than three absences <i>(due to the intensive nature)</i>

9. The FA grade has the same impact upon a student's GPA as an F grade. Students who have received an attendance grade of FA for a course may continue to attend the class, submit assignments and sit the final exam.
10. A student who exceeds the permissible number of absences may withdraw from the course before the last day to withdraw specified in the academic calendar. A student who withdraws will receive a "W" on the transcript, which does not impact upon a student's GPA.
11. Students on a registered internship are required to follow the attendance expectations set between the workplace and Internship Office. For visa sponsored students, a student must submit a weekly timesheet signed off by their work supervisor to the Internship Office. If the student fails to do so for 4 consecutive weeks, the University will consider withdrawing the sponsorship.
12. Students registered for dissertations/thesis at undergraduate and postgraduate level are not expected to follow a timetable of taught classes and are instead required to have regular meetings with their supervisor. Supervisors must confirm with Registry

Services and Student Affairs that they have been in contact with the student at least monthly during the length of the course.

## Attendance Recording and Assignment of Grades

13. Students encountering problems with attendance and engagement in their studies should seek assistance from their academic advisor, a faculty member, the UKVI Compliance team (if a visa sponsored student) or a member of the Student Affairs team.
14. Attendance is recorded by instructors in the University's student records system during each class. Attendance can be viewed in the student record system within 24 hours of each class.
15. Class registers are updated as students add and drop courses, and attendance in all courses is taken from the first day the student registers for that course, including Add/Drop week.
16. Attendance is recorded at the beginning of the class session. Any student who does not present in the class when attendance is taken is officially late for the session and must be marked as absent. Please see the Late Arrival to University Classes Policy.
17. Every absence from class, regardless of reason, is recorded as Unexcused. Students are responsible for regular review of their attendance records in the student record system and are expected to remain alert to the consequences of absences from their courses.
18. If an inaccurate absence can be shown to have been recorded, the instructor can either make the change or can request that this be rescinded from Registry Services, and it will not count towards Attendance Failure.
19. Any absence from a class does not exempt a student from the completion of the required work for a course. The student is responsible independently to make up any missed academic work, and to cover the material delivered in any missed class.
20. **Special note:** The university runs a summer offering each year. Students should check their programme specification to understand if summer is a compulsory semester for the programme. If so, failure to attend this compulsory semester could put the visa-sponsored students at risk of visa curtailment.

## Review of Attendance Grades

21. At the end of each semester, the University Examinations Board meets to review all academic and attendance grades. (See the University's Academic Calendar for relevant dates).
22. On review of academic attainment in each course, the University Examinations Board may remove individual FA grades and replace them with the students' true academic grade.
23. Should the University Examinations Board not remove a grade of FA, students will have the opportunity to appeal this to the Office of the Provost. (See Attendance Failure Appeals Policy). In the event of an appeal, students are advised to collate evidence to support their appeal.
24. Students should not provide instructors, Heads of Department or the University Examinations Board with evidence of mitigating circumstances to justify their absence from classes. Students must, however, contact Student Affairs if they are unwell so that necessary strategies to mitigate for illness can be put in place, and to provide appropriate care, advice and support.

## Reporting requirements

25. Students on a Student Route Visa must maintain sufficient attendance and engagement with their programme to be in compliant with their visa. The University is obliged to report to UK Visas and Immigration (UKVI) any student who is in the UK on a visa but who is not attending classes. If a Student Visa sponsored- student fails to engage at all with their studies for 60 consecutive days, the University will withdraw sponsorship.
26. If a Postgraduate student chooses to relocate overseas during the dissertation, then they must notify the University's UKVI Compliance team in advance to discuss the potential impact on their visa sponsorship and eligibility for the Graduate Route.
27. If students fail to attend their classes, the University is responsible for informing Student Finance England or other funding bodies (if applicable) regarding the

repayment liability arrangement immediately. Upon the completion of the withdrawal process, students are not eligible to apply for a tuition fee refund.

28. Other scholarship and funding bodies also require the University to report attendance as a condition of the award. Students should inform themselves of the requirements of their awarding body and can consult with the Associate Dean for Student Finance if they have any questions concerning attendance requirements.

## VERSION MANAGEMENT

<b>Responsible Department: Provost</b>			
<b>Approving body: Academic Board</b>			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removal of warning	April 2019	Sept 2019
003	Added PG thresholds. Updated title.	August 2022	Sept 2022
004	Updated PG lines in table, added 2 classes for 6 weeks line and added clause re: PG dissertation location to point 18	June 2023	Sep 2023
005	Updated attendance threshold table and added visa compliance and implications.	June 2024	01 Sept 2024
006	Updated: attendance threshold table to include Year One First Semester London timetable, Summer attendance requirements, and appeal route. Added that the policy does not apply to Distance Learning courses. Increased PG 6 week – increased to two absences UG 6 week summer – reduced to four absences.	June 2025	01 Sept 2025
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	