Academic Engagement and Attendance Policy

Sally Clark   Head of Student Administration and Advice

UWE Bristol | University of the West of England

Contents

Definitions

We/Us/Our/the University/UWE Bristol means the University of the West of England, Bristol

You/Your means a registered student of UWE Bristol.

Programme means your programme of study.

Registration means the process by which you:

- confirm and update as necessary, the personal details we hold for you which you provided in your application,
- confirm the UWE Bristol programme you are intending to study,
- agree to abide by, comply and engage with our Terms and Conditions and related University regulations, policies and procedures,
- agree to pay or make arrangements to pay your tuition fees in accordance with the University's Tuition Fee Policy.

Academic Engagement means to actively participate in your learning and teaching through the delivery of your programme.

Attendance means to attend learning and teaching activities, either in person or online, as outlined within your programme and timetable of study.

Introduction and Purpose

UWE Bristol is committed to supporting you and this includes reviewing how your academic engagement and attendance with the teaching and learning link to your continuation, progression, achievement and employability. Reviewing this information may also enable the University to identify students who need further support.

Students who regularly attend and participate with their teaching and learning are more successful in their studies and after graduation, in terms of degree outcomes and employment prospects.

This policy aims to help the University to develop you as confident Higher Education (HE) learners who successfully complete their chosen programme of study. It articulates how we facilitate, support and record your engagement.

This policy applies to all students who are undertaking a taught or research qualification that is awarded by UWE Bristol.

If you are studying at a Partner Institution you must adhere to this policy as well as your own College/University policy.

If you are an international student with a Tier 4Student visa you are obliged to meet the requirements of your sponsorship with the University. As such, you have specific and required responsibilities relating to attendance in line with the Home Office UK Visas & Immigration guidance. See Section 3 for more information.

If you are in receipt of statutory funding, the University is required to report your attendance throughout the year. This applies to all United Kingdom statutory funding bodies which are:

•   Student Finance England

•   Student Finance Northern Ireland

•   Student Finance Scotland

•   Student Finance Wales

Students in receipt of this funding must be confirmed as being in attendance in order for the Student Loans Company to release tuition fee payments to the University. Maintenance support payments are also dependent on students attending their designated course. If you are in receipt of this funding and do not attend or engage with your course sufficiently, both your tuition and maintenance funding will be at risk. This policy outlines the procedures in place to help you maintain this funding.

Engagement Requirements

UWE Bristol expects all students to participate actively in their learning experience. This means that you have the responsibility for engaging with your academic studies, either in person or online. This includes the requirements of your chosen programme of study and any specific details outlined in your Programme Handbook, Graduate School Handbook or Programme Blackboard page.

We will work with you on your taught programme, distance learning programme or other programme that includes taught elements to help you engage with your learning. You will be expected as a minimum, and where reasonably possible, to:

- Attend and participate actively in timetabled contact sessions (e.g. lectures/seminars/workshops/practical sessions/fieldwork/visits and virtual events),
- Complete all preparatory and follow-up work for taught sessions as requested,
- Complete assessments within the agreed time scale as outlined by the University,
- Attend and participate actively in scheduled assessments (e.g. in-class and online/ tests/presentations and examinations) where applicable, attend and engage in Academic Personal Tutoring (APT) sessions,

- Make full use of the learning opportunities provided to you through your lectures (both in class and online), tutors, APTs and other resources available, including the Virtual Learning Environment (Blackboard) and Library, as guided by your Programme/Module Handbook or Graduate School Handbook.

In cases of maternity, long-term illness or disability, where disclosed, we will work with you to make reasonable adjustments to facilitate your academic engagement.

There may be additional requirements relating to attendance for your programme that are stipulated by other bodies, such as:

- Professional, statutory and regulatory bodies for specific programmes
- Partner Colleges and Universities
- Student Loan Company (SLC)
- UK Visa and Immigration (UKVI)
- Employers

You will find details of these, if applicable, in your Programme Handbook.

If you are undertaking a period of time in a placement environment, you are expected to participate with that placement and adhere to any attendance requirements stipulated by the placement provider in addition to those already set by your programme of study.

Should you be undertaking a period of study, either abroad or in another Higher Education Institution, this policy will apply in addition to regulations outlined by the Partner Institution.

Where your teaching is taking place online you are expected to liaise with your tutors and review supporting materials provided within the Virtual Learning Environment (Blackboard)

Where you are required to take resits or retakes without attendance, you are expected to liaise with your tutors and review supporting materials provided within the Virtual Learning Environment (Blackboard).

If your levels of academic engagement and/or attendance become a concern, we will contact to you to discuss any relevant support that you may require.

Student Visa Holders

If you hold a Student Visa and are studying with us, you are obliged to meet the rules and regulations set out in the current UKVI policies as well as the policy governing University sponsorship.

As with all UWE Bristol students, you are required to complete the registration process to be fully registered. For international students registration includes a right to study check and scanning of your immigration documents. Students not fully registered or who have not

completed their right to study check, within the prescribed time, will be withdrawn from the University and visa sponsorship will be withdrawn.

If you need to take time away from your studies for more than two weeks at a time, you will need to inform the University in advance. This is to ensure that the University can approve your absence before it begins. You can report your absence by completing the necessary form on InfoHub.

As a Student Visa holder your attendance and engagement is monitored and assessed in line with rules set by the Home Office. If your attendance is not considered appropriate, we may end your visa sponsorship. We have a legal obligation to inform the UKVI if you do not engage, which will lead to the cancellation of your Student Visa.

This policy will respond to changes made within the UKVI's Student Visa guidance.

Postgraduate Students

Postgraduate students studying on taught programmes are required to follow the engagement requirements as set out for all students in **Section 2** (and **Section 3** if relevant).

We also expect all Postgraduate Research students to engage actively in their learning. You should as a minimum, and where reasonably possible:

- Adhere to the Postgraduate Research Degrees Code of Practice, Section 11.13 to 11.15,
- Attend and engage in Formal Supervision Meetings,
- Inform the University, in advance, of any absences from study for longer than two weeks.

When enrolled on a taught module, postgraduate research students are required to follow the engagement requirements as set out for all students in **Section 2** for the duration of the module.

Recording Academic Engagement and Attendance

Your attendance and academic engagement will be recorded, so that any patterns of low attendance and/or engagement can be identified. Please see the Learner Analytics Guide and FAQs for further details. Low engagement levels can be a sign that a student requires support. By being able to identify your engagement in this way, we can reach out to you if your engagement drops, in order to offer relevant support.

The data is recorded in order to:

- Support student wellbeing by proactively offering support to students with low engagement levels,
- Support and enhance our legitimate interests and those of our students in understanding and enhancing attendance and engagement,
- Provide students with their own engagement data, in order that they are able to track their own engagement and progress,
- Meet our reporting obligations as sponsors in relation to Student Visa holders (see **Section 3**) and to professional, statutory, and regulatory bodies in respect of certain programmes, ensuring that students who comply with the requirements have their attendance and academic engagement information confirmed if required,
- Fulfil our contractual obligations to students and develop and improve our educational services.

The data may be shared in the following circumstances:

- With the professional services and academic staff teams within our faculties who are responsible for using attendance and academic engagement data to support our students,
- To comply with our reporting obligations to external agencies,
- Where there is any other legal obligation to do so.

All data is managed securely in accordance with our Information Security Policy. Data is retained in line with the University Records Management Policy and Records Retention Schedules (for further details please see the Student Data Privacy Notice).

Student Visa holders' attendance and engagement will be tracked in accordance with the current UKVI's Student Visa guidance (as outlined in **Section 3**). Postgraduate Research students' attendance and engagement will be tracked in accordance with the Postgraduate Research Degrees Code of Practice (as outlined in **Section 4**).

All student attendance is recorded fairly and in accordance with GDPR requirements. More information on these requirements is available in the UWE Data Protection Policy and the Student Data Privacy Notice. Attendance will be recorded for both in-class and online teaching events.

Supporting Attendance and Participation

The University supports students' academic engagement and attendance from initial application until graduation and beyond. This includes:

- Pre-entry and induction information, including advice on transitioning into higher education,
- Learning and teaching resources as part of your programme delivery, as well as academic support processes,
- Welfare support options,
- A range of activities available outside of your programme,
- Ensuring we notify you in a timely fashion of any alterations to your programme delivery, for example timetable changes.

We will ensure that information regarding the different types of support we offer, and how these can be accessed, is available and up to date via our web pages, in our pre- entry and induction information, via Academic Personal Tutors (APT) and in Programme and Graduate School Handbooks.

Support can be accessed via an Information Point or the Graduate School Office for PGR students.

If you are unable to submit coursework or attend scheduled formal examinations at any point in your programme, you can find information and advice under the University's examination regulations, personal circumstances procedures and academic advice section of the website. PGR regulations can be found via the Graduate School.

Further guidance and support

Overview of postgraduate research degree requirements

https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/guidelines-and-regulations

What is MyEngagement and why are we using it

https://www.uwe.ac.uk/study/it-services/myengagement

Information Security Policies

https://www.uwe.ac.uk/study/it-services/information-security-toolkit/information-security-policies#section-5

Student Privacy Notice

https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Policies/Student-data-Privacy-Notice.pdf

Regulations and Guidelines

https://www.uwe.ac.uk/research/postgraduate-research-study/current-postgraduate-researchers/guidelines-and-regulations

Data Protection Policy

https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Policies/Data-Protection-Policy.pdf

Support Services

https://www.uwe.ac.uk/students

Information Points

https://www.uwe.ac.uk/life/campus-and-facilities/information-points

Graduate School

https://www.uwe.ac.uk/research/postgraduate-research-study/contact-the-graduate-school

Academic Information

https://www.uwe.ac.uk/study/academic-information

About the Graduate School

https://www.uwe.ac.uk/research/postgraduate-research-study/about-the-graduate-school

Student Privacy Notice

https://www2.uwe.ac.uk/services/Marketing/about-us/pdf/Policies/Privacy-notices/Student-data-Privacy-Notice.pdf

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Overseeing committee:	LTSEC
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	Student Pregnancy, Maternity, Adoption and Partner Leave Policy and Procedure Assessment and Feedback Policy
Related legislative and/or regulatory requirements:	OfS Registration

Version history

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