



Policy name	Student Engagement and Attendance Policy (UK Campus)
Subject	Policy outlining University's approach to the management of student engagement and attendance on the UK campus
Approving authority	Education and Student Experience Committee
Accountable person	Associate Pro-Vice-Chancellor for Teaching and Curriculum Leadership
Responsible Team	Student Engagement and Attendance Board
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## 1 Introductory Purpose & Background

The University monitors how students engage with their studies because we believe those who engage more are likely to be more successful and we want to make sure we do all we can to help students who are intent on benefiting from a Nottingham education. We also believe that a sudden change in engagement patterns or ongoing poor engagement may signify a student has a problem that may benefit from the offer of help.

The Department for Education requires that every Higher Education Provider should have a published, auditable attendance policy to satisfy its own governance processes. A provider must not claim funding from the Student Loans Company (SLC) for students who are not adhering to a provider's attendance policy, which means payment of student funding is conditional on confirmation by a provider that a student is attending and undertaking their course.

This policy lays out the University's approach to attendance and engagement management to meet these pastoral aims and regulatory requirements, alongside meeting statutory requirements such as UKVI immigration compliance requirements for student visa holders and students on programmes with PSRB requirements.

## 2 Scope

All Schools, Divisions or Departments and students within the University of Nottingham in the UK (UoN) will follow the Engagement and Attendance Policy in their use of the Student Engagement Dashboard, the official University attendance data capture system and any other University methods of data capture as specified in the Code of Practice.

The Policy applies to all registered students, including those on pre-sessional, foundation, undergraduate and postgraduate taught programmes, degree apprenticeships and postgraduate research programmes. It covers all modes of study including full and part time students, students on placements and study abroad.

While there are additional requirements relating to attendance for the UK Visas and Immigration Department (UKVI) sponsored visa students, this policy is applicable to the student body as a whole.

## 3 Definitions

- 3.1. Attendance is defined as presence at timetabled learning activities for taught students. This includes physical attendance at in-person sessions as well as virtual attendance at synchronous online activities. Activities classified as attendance take place during a defined period of time and will involve some element of staff supervision. For Post Graduate Research students, Post Graduate Taught students in their Masters research project or students on placement, attendance can be recorded for non timetabled face-to-face activities, such as verified placement attendance and attendance at supervisions.
- 3.2. Engagement is a term used to describe participation in learning: the time and interest invested in the activities and resources provided to support study. Every student is an individual with responsibility for their own learning, and students may choose to study in different ways and at different times, but overall engagement can be an important indicator of how a student is doing in terms of welfare and motivation. Engagement can take place synchronously, such as during timetabled learning activities, when a student participates in a digital activity as part of a classroom session. Engagement also takes place asynchronously, when a student completes tasks between timetabled sessions, such as accessing Moodle resources or watching supplementary videos provided.
- 3.3. Poor engagement is defined as a student who continues to attend or engage with their studies, but their engagement is sporadic, regularly below threshold expectations, or there are repeated periods of disengagement. Poor engagement is also subject to UKVI Compliance, Support to Study and Fitness to Practise policies where appropriate.
- 3.4. Non-engagement is defined as a period of time where there is no evidence of engagement or attendance from any of the data sources feeding the Student Engagement Dashboard. This definition does not apply to students or periods of time where no engagement is expected, such as outside of teaching
- 3.5. The Home School is the primary academic unit responsible for the administration of a joint or combined honours programme and for overseeing a student's academic progress on that programme.

## 4 Policy

### 4.1 Key principles

- a. The Student Engagement and Attendance Policy was devised to support student wellbeing (engagement being a key indicator), which supports retention and success, as well as enabling the University to meet UK Visa and Immigration sponsor and PSRB requirements. The Student Engagement Dashboard identifies when student participation in learning has dropped or is at a level which may cause concern about

their progress and wellbeing. The intention of this policy is to provide a framework for managing non-engagement or poor engagement.

- b. Where a student is studying under a sponsored Student Visa engagement data will be used as part of the University's statutory monitoring of attendance and engagement, as required by UK Visas and Immigration.

## **4.2 Key roles, responsibilities and/or requirements**

- a. The University is required to monitor the engagement and attendance of its students and, where required, will report non-engagement and/or non-attendance to the appropriate bodies.
- b. Students must attend all teaching activities necessary for their studies, undertake all associated assessments and attend meetings and other activities as required by their School, Division or Department or the University. Students must take responsibility for registering their attendance at teaching activities. A student who knows that they will be absent from the University for a period of time, or has an unplanned absence, should make this known to their School, Division or Department in order that appropriate discussions can take place.
- c. Within each academic unit, the Head of School, Division or Department will assign a lead for the use of the Student Engagement Dashboard. They may delegate responsibilities to others in the academic unit (e.g. tutors, department/division-level leads, ESE managers), but retain overall oversight (with FAPVCs as access approvers if the Lead is unavailable). It is expected that the Student Engagement Dashboard will be regularly monitored and Code of Practice followed.
- d. It is the responsibility of the Head of School, Division or Department to ensure that resource is appropriately allocated so that the academic unit can meet the University's minimum requirements for use of the Student Engagement Dashboard. This will include workload and access to appropriate training as well as ensuring that minimum standards set for QR code captures are met.
- e. It is the responsibility of the Head of School, Division or Department to ensure by suitable means (normally the course handbook and/or Moodle) that students are aware of these requirements.
- f. In the case of all students where responsibility is shared between Schools, the home school should ensure that any partner schools are informed of issues and the partner schools should involve the primary school in any processes relating to this policy
- g. Students on a student visa are required to be actively engaging with their studies as a condition of their immigration status. Monitoring their engagement is a responsibility of the Visa & Immigration team in Registry and Academic Affairs. The approach and process is set out in the UKVI Academic Engagement Monitoring Code of Practice.

- h. Processes for following up on students identified as not engaging are the responsibility of the Student Engagement Team and Student and Campus Life. The approach and process is set out in the Code of Practice.
- i. Academic oversight for the implementation and ongoing use of the Student Engagement Dashboard sits with the University Senior Tutor, delegated to Deputy Senior Tutor, with overall Professional Services leadership sitting with Student and Campus Life. The use of the Student Engagement Dashboard for UKVI compliance is managed by Registry and Academic Affairs.
- j. It is the responsibility of Education and Student Experience Committee (via Teaching and Learning Committee and Student Experience Committee) to ensure compliant, smooth and effective use of the Student Engagement Dashboard across the organisation.

### 4.3 Specifics to the Area

- a. The University-minimum baseline for an intervention is set out in the code of practice. Academic units may raise the threshold, e.g., to one week, depending on local requirements.
- b. All Schools, Divisions or Departments must use the Student Engagement Dashboard. It is a requirement of the Department for Education that a provider should retain a sufficient, auditable record in a format that enables it to determine if a student is attending their course. Exceptions can be made for programmes where there are specific regulatory requirements for a different kind of approach to attendance and engagement capture, but these must be approved by the relevant Faculty APVC-ESE.
- c. All Schools, Divisions or Departments must use the official University attendance data capture method for capturing attendance at synchronous teaching sessions. This is important as this feeds into the Student Engagement Dashboard, ensuring that attendance data is considered alongside all the other engagement datasets. This also provides a consistent experience for students taking modules from different Schools, Divisions or Departments.
- d. Alternative mechanisms may be used only where timetabled sessions have specific health and safety requirements (e.g., MHS dissection rooms, some labs, some academic meetings) or external regulatory requirements that cannot be met by the official University attendance data capture method. These exceptions must be submitted to and approved by the Faculty APVC-ESE.
- e. Attendance data is collected from all timetabled sessions that match the students' programme of study and any optional modules selected. This means that taught students are expected to attend everything in their personalised timetable.
- f. Other Engagement Data is also collected, such as log-ins and types of activity on Moodle, Echo360 and other similar services. Future developments may include further data such as library data on frequency of borrowing (not the detail of what was borrowed or viewed) and virtual and entry/exit data to student study areas.

#### **4.4 The consequences of non-compliance.**

- a. The Department for Education requirements state that payment of student funding is conditional on confirmation by a provider that a student is attending and undertaking their course. The University cannot claim funding from the Student Loans Company without ensuring a sufficient, auditable record of attendance and engagement is kept, a student engagement and attendance policy which is known to students and managed accordingly.

#### **4.5 How compliance with the policy will be measured.**

- a. The University monitors the engagement and attendance of its students and, where required to, will report non-engagement and/or non-attendance to the appropriate bodies.
- b. If a student is identified as not engaging and has not notified their absence, the Code of Practice process for contacting a disengaged student should be followed.
- c. If a student is identified as not engaging but has notified their absence, the School, Division or Department should discuss the duration, reason and likely effect the absence may have on the student's ability to undertake their programme and should always discuss the option of voluntary interruption of studies with students in such cases.
- d. Where the student is not engaging at all, the Assumed Withdrawal procedure should be followed.
- e. For Apprenticeship students, Education and Skills Funding Agency rules apply regarding active learning and non compliance.

#### **4.6 Provisions for monitoring and reporting related to the policy.**

Regular reporting from the Student Engagement Dashboard will be monitored to ensure the policy is being followed and meets the needs of the University and students. These will be considered by the Student Engagement and Attendance Board.

## **5 Review**

This policy will be reviewed by the Student Engagement and Attendance Board every 2 years.

## 6 Related policies, procedures, standards and guidance

### **Department for Education Attendance Management Guide**

<https://www.heinfo.slc.co.uk/resources/guidance/student-information-service-user-guide/attendance-confirmation/attendance-management-guidance/>

### **Quality Manual Regulations governing attendance and engagement UK**

<https://www.nottingham.ac.uk/qualitymanual/registration-and-attendance/regs-governing-attendance-and-engagement-unuk.aspx>

### **Student Engagement Code of Practice**

2024/25 Code of Practice to be launched alongside SEAts Student Engagement Dashboard

[2023/24 Code of Practice](#)

### **UKVI Academic Engagement Monitoring Code of Practice**

<https://www.nottingham.ac.uk/studywithus/documents/ukvi-academic-engagement-monitoring-code-of-practice.pdf>

### **Apprenticeship funding rules**

<https://www.gov.uk/guidance/apprenticeship-funding-rules>

### **Student Engagement Data Use Policy**

<https://www.nottingham.ac.uk/currentstudents/documents/student-engagement-data-use-policy.pdf>

### **Support to Study Procedure**

<https://www.nottingham.ac.uk/registrar/documents/support-to-study-procedure-august-2023-v2.pdf>

### **Fitness to Practise Procedure**

[Fitness to Practise Procedures \(Quality Manual\)](#).