

Academic Registry

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# **Policy on Participation, Attendance and Engagement for students on taught programmes**

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# Policy on Attendance and Engagement for students on taught programmes

## Scope of the Policy

1. This policy covers all full-time students registered on undergraduate and postgraduate taught programmes whether studying for Loughborough awards or as a visiting or exchange student unless the programme or modules being studied are designed to be delivered by distance learning.

## Definitions

2. This policy uses the following definitions:
  - a. In person attendance: The activity of physically attending scheduled in-person academic sessions.
  - b. Online attendance: The activity of joining an online live scheduled academic session (usually a timetabled MS Teams session)
  - c. Engagement: The activity of engaging in the full range of academic sessions, active use of online study materials and related opportunities to achieve the individual's full potential, both in—person and online.
  - d. Participation: Measurable activity across a., b. and c. (as applicable to the student and their programme) to have a reasonable chance of success in assessments for credit.
  - e. Scheduled academic sessions means lectures, seminars, tutorials, timetabled laboratory, studio or workshop sessions

## Background to the Policy

3. To support student achievement and wellbeing, the University monitors whether students are participating and engaging with their studies. In addition, to enable effective operations, the University needs to ensure a student's record accurately reflects the status of their studies. The institution also has a number of statutory reporting responsibilities which rely on accurate student records (e.g. Student Loans Company and other financial sponsors, Office for Students, Higher Education Statistics Agency, etc.). The University is required to monitor in person attendance for all students sponsored to enter the UK on a Tier 4/Student Visa. Failure to participate can also indicate that a student's wellbeing is at risk and the University may need to intervene to fulfil its duty of care.

4. The requirement for students to attend scheduled teaching sessions is set out under the [Terms and Conditions of Study](#) and the [Students' Charter](#).
5. The University has the authority under University [Regulation IX](#) to terminate the registration of a student who fails to participate adequately in their programme of study.

## Summary of the Policy

6. The University will record student participation and engagement through its digital learning and teaching systems as detailed in the [student privacy notice](#). If a student's participation is unsatisfactory, as defined in paragraph 13 of this policy, the student will be informed and support will be offered. Continuing unsatisfactory participation will usually result in the recommendation/requirement that the student take leave of absence and/or the Fitness to Study procedure may be initiated. Termination of Studies for Failure to Participate will be a last resort.
7. This remainder of this policy concerns the University's minimum requirements for satisfactory participation. Schools may also contact students if their engagement as defined in paragraph 2 is causing concern in the judgement of the School.

## Students undertaking a Master's project or dissertation

8. Every student undertaking a Master's (postgraduate taught) project or dissertation is required to have a meeting with an academic member of staff at least once a month during their independent study. This should normally be in person but may be online.

## Students on Placements or Exchanges

9. When a student is undertaking a professional training placement, as detailed in Regulation XI, their attendance will be monitored by their employer who will inform their School of any concerns. The student must notify the University immediately if they decide to leave their placement.
10. When a student is studying at a different institution on an exchange programme, their attendance will be reviewed by their host institution who will inform their School of any concerns. The student must notify the University immediately if they decide to leave their host institution.

## Expectations and Exemptions for Student Participation

11. All students are required to attend their scheduled in person academic sessions during each week for which these are scheduled, unless:
  - They have been granted a Reasonable Adjustment to study online for some or all of their programme Part.
  - They have been granted permission to study a postgraduate taught programme online in Semester 1 of 2021/22.
12. Where students are not required to attend in-person teaching sessions for the reasons detailed in paragraph 11, they are required to attend their live online academic

sessions during each week for which they have scheduled teaching and to engage with other aspects of their studies online.

## Definition of unsatisfactory attendance

13. A student's participation will initially be considered unsatisfactory if they:

- Are registered to attend in-person and have no recorded in person attendance at any scheduled academic sessions for a full week (Monday-Sunday) in which in-person sessions are scheduled, or
- Are registered to study online and have no recorded attendance at any scheduled online live academic sessions for a full week (Monday-Sunday) in which online live sessions are scheduled, and have no recorded engagement with their active online learning materials or
- Are undertaking a postgraduate project or dissertation and do not attend their monthly supervision session, or
- Are undertaking a placement/exchange and do not meet the attendance requirements of their employer or host institution:

## Consequences of unsatisfactory attendance

14. A student's participation will be reviewed on a weekly basis and the student will receive communications in accordance with the participation review procedure (attached) if their participation does not meet the requirements detailed in paragraph 13. If a student's participation is unsatisfactory for three consecutive weeks, the University will begin the process to terminate the student's registration for failure to participate adequately in their programme, as described in Regulation IX.

## Appeals

15. A student has the right to appeal against the termination of studies for failure to participate under the provisions of [Regulation IX](#).

## Participation Review Procedure

The following sections set out the procedure for implementing the participation review procedure for students on taught programmes and modules.

- a) The University will record in person and online attendance and engagement data for students on taught programmes and modules across the different types of scheduled academic sessions
- b) When a student's participation is unsatisfactory as defined by paragraph 13 of the policy:
  - After the first week they receive a "wellbeing" communication informing them that their absence has been noted and providing information of support services available to them.
  - After two weeks of consecutive unsatisfactory participation they will receive a communication informing them that their participation is unsatisfactory and requiring them to attend their classes.
  - After three weeks of consecutive unsatisfactory participation they will receive a communication requiring them to meet a nominated member of staff within their School to discuss their participation. The meeting will normally take place within 5 working days of the communication.
- c) The communications above will be considered carefully in light of any disability or long term health issues the student is known to have and will be amended should a student communicate details of their circumstances which mean the standard procedure is not appropriate.
- d) Where a student does not attend the meeting with their School to discuss their participation, the School will issue a formal warning and commence the process to either place the student on leave of absence, or terminate the registration of the student for failure to participate adequately in their programme, as described in Regulation IX.
- e) Where a student has their registration terminated, and the University is sponsoring their Tier 4/Student Visa, the University will cease sponsorship immediately and will notify the Home Office.