

Policy on Attendance and Engagement for students studying programmes with in-person attendance requirements

Introduction

Loughborough University recognises the importance of student attendance and engagement for academic success. This policy on attendance and engagement is intended to support students undertaking programmes which have been designed to be delivered in-person.

The requirement for students to attend scheduled teaching sessions is set out under the [Terms and Conditions of Study](#) and the [Students' Charter](#). This policy recognises the University's requirements to . This policy therefore has four annexes as follows:

Annex A: Students on the Art & Design Foundation Studies programme

Annex B: Students undertaking Pre-sessional English programmes

Annex C: Students on Undergraduate and Postgraduate Taught programmes

Annex D: Students undertaking Postgraduate Research programmes

Annex A: Policy on Attendance and Engagement for students on taught programmes (Further Education)

Scope of the policy

1. This policy applies to all students

Annex B: Policy on Attendance and Engagement for students on taught programmes (Pre-Sessional)

Scope of the policy

1. This policy applies to all students registered with the University on Pre-sessional programmes.

Definitions

2. Attendance: attending scheduled academic sessions and assessments.
3. Engagement: actively preparing for and participating in academic sessions, study and related opportunities including timely submission of assignments. Arriving punctually for academic sessions.

Background to the Policy

4. For most students, full attendance of a Pre-sessional Programme is required in order to meet the conditions of their academic offer. Failure to attend can also indicate that a student's wellbeing is at risk and the University may need to intervene to fulfil its duty of care.
5. The requirement for students to attend scheduled teaching sessions is set out under the [Terms and Conditions of Study](#) and the [Students' Charter](#).
6. The University has the authority to terminate the registration of a student who fails to participate adequately in their Pre-sessional Programme if it is deemed that they have not engaged sufficiently to meet the conditions of their academic offer.

Summary of the Policy

7. We will record attendance of all scheduled academic sessions and assessments and we will monitor student engagement throughout the Pre-sessional Programmes. Continuing unsatisfactory attendance or

Annex D: Policy on Attendance and Engagement for students on Full Time Research Programmes

Scope of the Policy

1. This policy covers all full-time students registered on research degree programmes whether studying for an award or as a visiting or exchange student.

Definitions

2. Attendance: The activity of physically attending scheduled academic sessions at the University or at another approved location for the purpose of pursuing their research programme including attending monthly supervisory meetings, using University library, laboratory, design, IT or other facilities, undertaking training and development activities.
3. Engagement: The activity of engaging in academic sessions, study and related opportunities making good progress on the programme to achieve the individual's full potential.

Background to the Policy

4. The requirement for research students to attend the University in connection with their programmes is set out in Section 3 of the [Code of Practice on Research Degree Programmes](#) which requires a minimum of monthly supervisory meetings for all full-time students.
5. The University has the authority to terminate the registration of a student who fails to participate adequately in their programme of study under University [Regulation IX](#).
6. To operate effectively, the University needs to ensure a student's record accurately reflects the status of their studies and it also has a number of statutory reporting responsibilities which rely on accurate student records (e.g. financial sponsors, Office for Students, HE Statistics Agency etc.). The University is required to monitor attendance for all students sponsored to enter the UK on a Tier 4/Student Visa. Failure to attend can also indicate that a student's wellbeing is at risk and the University may need to intervene to fulfil its duty of care.

Summary of the Policy

7. The University will record attendance as defined in this policy and in particular, monthly supervisory meetings will be recorded in the University's Co-Tutor system. Where the student's programme includes other attendance requirements, these will also be monitored. If a student's attendance is unsatisfactory, for example, they fail to attend an expected monthly meeting, the student will be informed. Continuing unsatisfactory attendance will usually result in the implementation of the Termination of Studies for Failure to Participate process or, in some circumstances, the student may be placed on leave of absence and/or the Fitness to Study procedure initiated.
8. Students receiving immigration sponsorship under the Tier 4/Student Visa scheme are required to attend monthly meetings on campus with their supervisor as a condition of their sponsorship. This includes any extension periods (after fee-paying registration has ended) and during the examination of their thesis, if they remain in the UK. The requirement for monthly meetings will only be relaxed where the student is away from campus for the purpose of research activity, or authorised annual leave or sick leave as

defined below.

9. This policy concerns the University's minimum requirements for satisfactory attendance. Schools/Centres for Doctoral Training may also contact students under this policy if they are failing to meet the attendance requirements or their specific programme or their engagement is causing concern in the judgement of the School/Centre for Doctoral Training.

Responsibilities of Students

10. Students are required to participate in the University's attendance and engagement Monitoring processes as set out in the [Terms and Conditions of Study](#) and the [Code of Practice on Research Degree Programmes](#). The minimum attendance requirement is one meeting per month with the supervisory team which will be recorded in Co-Tutor.
11. Where a student is unable to attend a scheduled monthly meeting or other academic session, they are required to notify their School before the session, except where the circumstances of the absence mean they are unable to do so (e.g. ill health). Students receiving Tier 4/Student Visa sponsorship must inform their School if they are leaving the UK for research purposes or annual leave.
12. Where a student misses a scheduled monthly meeting or academic session, without notifying their School before the session, or fails to agree arrangements for a monthly meeting in a timely way without good reason, their absence will be recorded in Co-Tutor as unauthorised.
13. When a student has been advised their attendance

requirements of the host institution, and do not maintain contact with their supervisory team, *and/or*

Do not return from annual leave / field trip / conference on the agreed date.

Consequences of unsatisfactory attendance

16. A student's attendance will be reviewed on a monthly basis or more frequently if there is a cause for concern and the student will receive communications in accordance with the Attendance Monitoring procedure (attached) if their attendance does not improve. If a student's attendance is unsatisfactory for 6 weeks the University will consider commencement of the process to terminate the student for failure to participate adequately in their programme, as described in Regulation IX.

Appeals

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

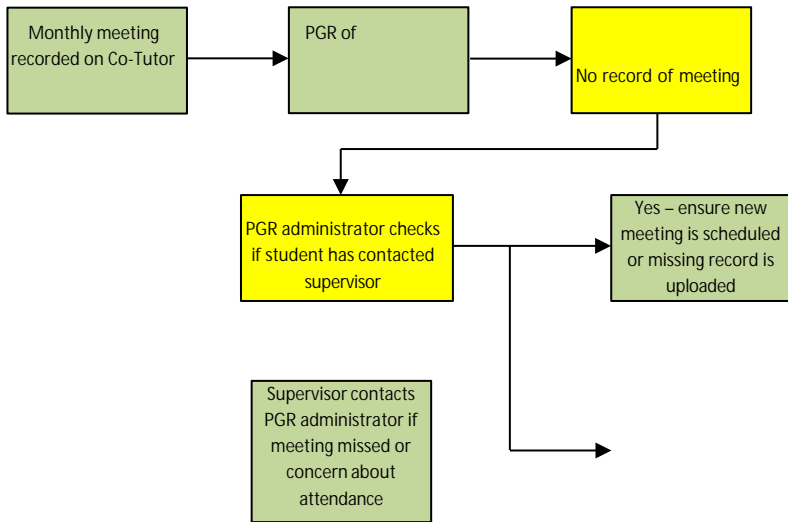
Attendance Monitoring Procedure

The following sections set out the procedure for implementing the Attendance Procedure for students on research degree programmes.

- (a) The University will record students' attendance at the monthly meeting between the supervisory team and the student on research degree programmes on Co-Tutor.
- Minutes of these meetings will normally be written by the student, checked by the supervisor and uploaded by the supervisor to Co-Tutor using the relevant facility on Co-Tutor.
- The presence of the minutes of meetings on Co-Tutor will be monitored at monthly intervals by School support staff.
- Staff in the Doctoral College Office (DCO) will have access to Co-Tutor and will monitor records at regular intervals.
- (b) Where a monthly meeting has been missed or a supervisor raises a concern about attendance the process at Appendix A will be followed.
- (c) The processes 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 has their registration terminated and the University is providing immigration sponsorship under Tier 4, the University will cease sponsorship immediately and will notify the Home Office.
- (e) The attendance requirements for research students in different statuses are as follows:

Status	Monitoring requirement
Active (fee-paying registration on Parts R0 to R3)	In attendance, monitored via monthly meetings

Appendix A



DCO to email CDS, asking them to reply within 5 days if student has been in contact

Response - ensure new meeting is scheduled, or advise about LOA where appropriate

If negative response, email student asking them to respond within 5 days