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| Student Engagement and Attendance Policy | |
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| Student Engagement and Attendance Policy |

# Introduction

* 1. This policy sets out the University’s proactive approach to engagement and attendance monitoring, associated expectations, response where there are concerns regarding a student’s engagement, and how the University will use engagement and attendance data to support success.

# Scope

* 1. This policy applies to all ‘on-campus’ taught students, regardless of mode, or level of study.
  2. Some students may also have additional attendance and engagement requirements that are not covered within this policy:
* Students studying on a student visa must comply with the attendance conditions laid out in the University’s [International Student Policy](https://universityofhull.app.box.com/s/rffgp0qvq7qwtjv8l7pk4ctfnt1llgq6).
* Students studying with fee sponsorships should refer to their sponsor contract for further information.
* Students studying on programmes with external reporting requirements, such as apprenticeships, should refer to their terms of agreement and/or contact their Student Hub for further information.
* Students studying on programmes with Professional, Statutory, and Regulatory Body (PSRB) requirements, should consult their course and module handbooks and/or Student Hub for further information.
  1. This policy does not apply to the University’s collaborative provision, Hull Online, or HYMS.

# Definitions

* 1. Engagement is defined as a combination of attendance at timetabled teaching, online synchronous and asynchronous teaching, interaction with university resources such as the Library, the Virtual Learning Environment (VLE), and on-campus study spaces. Engagement is monitored using the Student Engagement Dashboard report on Hull University Management Information Database (HUMID).
  2. Attendance is defined as physical attendance at on-campus timetabled teaching and is monitored using the University’s attendance system (SEAtS).
  3. Attendance percentage is defined as the number of mandatory minutes attended divided by total number of mandatory minutes a student is scheduled to attend, multiplied by 100.

# Principles

* 1. The University recognises the important relationship between academic engagement, performance, progression, and success.
  2. The University expects students to engage actively with their studies, become independent learners, and take responsibility for their development and achievement.
  3. The University makes efforts to ensure students can attend and engage, for example by minimising changes to the timetable ([University Scheduling Policy](https://share.hull.ac.uk/Services/Timetabling/_layouts/15/WopiFrame.aspx?sourcedoc=%7b2C5B1AB4-7C9C-4314-8107-58AD68B61C1C%7d&file=University%20Scheduling%20Policy.pdf&action=default)), and ensuring availability of key resources and ICT, to enhance their success and support retention.
  4. The University monitors engagement and attendance to identify students who may be experiencing difficulties, either academically or personally, and effectively help them to access support and interventions. The overarching aim is to be supportive and not punitive.
  5. All academic units, departments, and schools must adopt the requirements and responsibilities outlined in this policy.

# Requirements

* 1. The University timetable is the authoritative source for scheduled teaching information. All timetabled teaching is mandatory, unless explicitly marked to the contrary on the timetable, and contributes to a student’s attendance percentage. Timetabled teaching marked ‘optional’, or ad hoc sessions not timetabled, do not contribute to a student’s attendance percentage.
  2. The University sets an attendance percentage threshold (minimum expected attendance) reviewed yearly, as defined in the Procedures for Monitoring Engagement and Attendance. The University contacts students whose attendance is lower than the threshold attendance requirement to offer support.
  3. The University’s Student Engagement Dashboard presents all sources of engagement data collated from university systems (see 3.1) to monitor student engagement. This includes physical attendance at on-campus timetabled teaching. The Student Engagement Dashboard is staff facing, and conversations around engagement will form part of personal supervision conversations.
  4. Personal Supervisors must oversee student engagement and attendance and provide support as the first point of contact for their supervisees.
  5. The University’s tiered escalation procedures for worsening and poor engagement, disengagement, and students at risk of withdrawal (AROW) are defined in Procedures for Monitoring Engagement and Attendance.
  6. Ongoing poor engagement may result in the University referring the student to the Support for Study process, informing the student’s fee sponsor that the student is not in attendance at the University, or the student being AROW.
  7. Students may be AROW if they have not engaged during any 28-day period after their enrolment.
  8. All withdrawal decisions are made jointly between the student’s home faculty and Student Services in the best interests of the student. Faculty Hubs can view an AROW report in the Student Engagement Dashboard and must regularly review and action the report.
  9. In all cases the student will be kept informed of the University’s actions and planned actions and given every opportunity to work with the University to help them succeed and access support.

# Responsibilities

* 1. The University expects all students to:
* actively engage with their studies, take part in all learning activities, opportunities, and assessments, utilise university resources, and take responsibility for their learning.
* register their attendance at all teaching using the University attendance system when physically on campus, by presenting their student card to a reader for that teaching space. If a student forgets their card or forgets to tap-in, they must inform the member of staff leading the teaching session so they can be marked as attended. If a student’s card becomes damaged and cannot be read by the reader, they must visit Central Hub to get a replacement.
* inform the University of any planned absences, or sickness using the University’s attendance system.
* inform the University where they are struggling to engage and attend because of a disability, illness, or other extenuating circumstances.
* keep contact information including mobile phone numbers up to date on their student record.
* act responsibly and not falsify their own or others’ attendance and/or engagement.
  1. Students can expect the University to:
* make efforts to ensure students can attend and engage with their studies.
* ensure any student who is having difficulty engaging with their studies is signposted to and can access support.
* be transparent about the engagement and attendance data we collect.
* be transparent about how we use, interpret, and act on engagement and attendance data.
* use anonymised engagement and attendance data to improve the student support and services available.
* adhere to the data processing and data sharing principles outlined in the [Student Privacy Notice](https://www.hull.ac.uk/choose-hull/university-and-region/key-documents/docs/quality/student-privacy-notice.pdf).
  1. The University may be required to provide attendance data to external or regulatory agencies as part of legal or contractual obligations. The University may also be required to provide anonymised data as part of a Freedom of Information request.
  2. The University may use attendance and engagement information stored or generated in the system when providing references for students, and when making decisions on whether to make an offer to a student to study on subsequent programmes at the University.

**Version Control**

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