



Student Engagement and Attendance Policy

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Table of Contents

1	Introduction.....	1
2	Scope.....	1
3	Definitions.....	1
4	Principles	2
5	Engagement	2
6	Attendance.....	2
7	Responsibilities	3
8	Version control	5

Student Engagement and Attendance Policy

1 Introduction

- 1.1 This policy sets out the University's 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.

2 Scope

- 2.1 This policy applies to all 'on-campus' taught students at the Hull campus, regardless of mode, or level of study.
- 2.2 Some students may also have additional attendance and engagement requirements that are not covered within this policy:
- a. Students studying on a student visa must comply with the attendance conditions laid out in the University's International Student Policy.
 - b. Students studying with fee sponsorships should refer to their sponsor contract for further information.
 - c. Students studying on programmes with external reporting requirements, such as apprenticeships, should refer to their terms of agreement and/or contact their Programme Director for further information.
 - d. Students studying on programmes with Professional, Statutory, and Regulatory Body (PSRB) requirements should consult their course and module guides, induction information and/or their Personal Supervisor for further information.
- 2.3 These students must still meet the University's minimum expectation of attendance where the specific attendance requirements for these students are below the University's threshold.
- 2.4 This policy does not apply to students enrolled with the University's collaborative provision partners, Hull Online, HYMS MBBS, or the London Study Centre.

3 Definitions

- 3.1 Engagement refers to participation in guided study activities, assessment and feedback, and use of learning infrastructure. This includes, but is not limited to:
- a. Attendance at timetabled teaching and learning events on campus and online.
 - b. Submitting assessments within published deadlines and attending examinations as required.
 - c. Accessing and interacting with online learning resources (e.g., Canvas, lecture recordings).
 - d. Using infrastructure that supports student learning (e.g., the Library, on-campus study spaces, the Hubble Portal).
 - e. Attending meetings with Personal Supervisors.
- 3.2 Attendance is one aspect of engagement. Attendance is defined as being present at timetabled learning and teaching activities and may include:

- a. Physical attendance at in-person timetabled teaching and learning events (e.g., lectures, tutorials, field trips, examinations).
- b. Virtual attendance at timetabled synchronous online teaching and learning events as required by the module.

4 Principles

- 4.1 The University recognises the important relationship between student engagement, academic performance, progression, and success.
- 4.2 The University expects students to engage actively with their studies, become independent learners, and take responsibility for their development and achievement.
- 4.3 The University makes efforts to ensure students can attend and engage, for example by minimising changes to the timetable and ensuring availability of key resources and ICT, to enhance their success and support retention.
- 4.4 The University recognises that non-engagement can be a signal that a student is experiencing difficulties.
- 4.5 The University monitors engagement and attendance to identify students who may be experiencing difficulties, either academically or personally, and to help them to access support and interventions. The overarching aim is to be supportive and not punitive.
- 4.6 All faculties, departments, and schools must adopt the requirements and responsibilities outlined in this policy.

5 Engagement

- 5.1 The University's Student Engagement Dashboard presents data collated from University systems to monitor student engagement. This includes data from SEAtS on attendance at on-campus timetabled teaching, use of Panopto recordings, assignment submission data from Canvas, use of Wi-Fi and printing/ scanning, and Library access.
- 5.2 Personal Supervisors oversee student engagement and attendance and provide support as the first point of contact for their supervisees.
- 5.3 Ongoing poor engagement may result in the student being identified as a Cause for Concern under the processes outlined in the University's Student Withdrawal Code of Practice. Failure to re-engage will result in the student being considered for withdrawal from the University. For sponsored international students this will lead to sponsorship being withdrawn and a report made to the Home Office. The student's fee sponsor will be informed that the student is not in attendance at the University.
- 5.4 All withdrawal decisions are made jointly between the student's home faculty and Academic Services in the best interests of the student.
- 5.5 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.

6 Attendance

- 6.1 The University timetable is the authoritative source for scheduled teaching information.
- 6.2 All timetabled teaching is mandatory, unless explicitly marked to the contrary on the timetable.

- 6.3 Students whose attendance drops below 70% of timetabled teaching events will be contacted by the University to remind them of the importance of attending and participating in teaching and to offer support. An email is also sent to the student's Personal Supervisor.
- 6.4 Timetabled teaching marked 'optional', or ad hoc sessions not timetabled, do not contribute to a student's attendance percentage.
- 6.5 Physical attendance at on-campus timetabled teaching and learning is monitored using the University's attendance system (SEAtS).
- 6.6 Students must register their attendance at all on-campus teaching sessions by presenting their student card to a reader for that teaching space. Students must only register their attendance at scheduled sessions if they attend the session.
- 6.7 Students must not:
 - a. give their student card to another student and ask them to tap into a timetabled session on their behalf, or swipe into a timetabled session for another student.
 - b. swipe into a timetabled session and leave before the end of a session without informing the session leader of the reason they need to leave.
- 6.8 Any false representation at registered sessions is considered to be non-academic misconduct and may result in actions being taken under the Student Disciplinary Regulations.
- 6.9 If a student is unwell or unable to attend a timetabled on-campus teaching event, they should notify the University of their absence using SEAtS. The Hubble Centre reviews all notifications based on guidance published in the Hubble Portal. Accepted notifications are recorded as authorized leave in SEAtS; if a notification is rejected, the student will be recorded in SEAtS as absent.
- 6.10 There are additional requirements for international students requesting extended absence and/or absence outside of the UK, which are detailed in the International Student Policy.
- 6.11 Where a student misses a scheduled teaching and learning session and does not have an authorised absence request, they will be recorded in SEAtS as absent and may be at risk of dropping below the attendance threshold.

7 Responsibilities

- 7.1 The University expects all **students** to:
 - a. actively engage with their studies, take part in all learning activities, opportunities, and assessments, utilise university resources, and take responsibility for their learning.
 - b. register their attendance at all teaching sessions 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 the Hubble Centre to get a replacement.
 - c. inform the University of any planned absences, or sickness using the University's attendance system.

- d. inform the University where they are struggling to engage and attend because of a disability, illness, or other extenuating circumstances.
- e. check their University student email account on a regular basis to ensure they receive and respond to requests within required timeframes.
- f. keep contact information including mobile phone numbers up to date on their student record.
- g. act responsibly and not falsify their own or others' attendance and/or engagement. Falsification of attendance or engagement may be considered non-academic misconduct.

7.2 Students can expect the University to:

- a. make efforts to ensure students can attend and engage with their studies.
- b. ensure any student who is having difficulty engaging with their studies is signposted to and can access support.
- c. be transparent about the collection and use of engagement and attendance data.
- d. use anonymised engagement and attendance data to improve the student support and services available.
- e. adhere to the data processing and data sharing principles outlined in the [Student Privacy Notice](#).

7.3 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.

7.4 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.

8 Version control

Version	Author	Date approved	Relevant sections
3-00	Fiona Downie, Rachel Welch, Becky Dennison	13/08/2025	All, with minor amendments.
2-02	Sam Nabb	17/11/2021	All