FALMOUTH UNIVERSITY

ACADEMIC ENGAGEMENT MONITORING POLICY

This document sets out how the University monitors student engagement and attendance and explains how the University carries out its specific obligations for students studying under the sponsorship of the University on a Student or Tier 4 visa.

ORGANISATION: FALMOUTH UNIVERSITY

APPLIES TO: STAFF & STUDENTS

POLICY OWNED BY:

Quality Assurance and Enhancement (QAE)

REQUIRED CONSULTEES:

- Student Records Team

- Quality Assurance and Enhancement Team

APPROVED BY:

Academic Quality and Standards Committee

DATE APPROVED: WEDNESDAY, 21 JULY 2021

1 KEY FACTS

No.	Clause(s)	Description
7	7.1	Student Engagement is monitored through a combination of: attendance in timetabled learning activities, Learning Space (VLE) usage and assessment submissions.
7	7.3	Student and Tier 4 visa holders are subject to additional checks to retain their immigration status and ensure the University is complying with its responsibilities as a Sponsor.
9	9.1	The University has a multi-stage process in place to support students to re-engage with their studies. Continued non-engagement may result in the termination of a student's studies.

2 PURPOSE

2.1   To explain how the University monitors student attendance and engagement to ensure timely and appropriate action in response to concerning attendance/engagement patterns.

2.2   To explain how the University carries out its specific obligations for students studying under the sponsorship of Falmouth University on a Student or Tier 4 visa. As a sponsor, the University is responsible for monitoring Student and Tier 4 visa holders' attendance and engagement with their studies. Monitoring ensures compliance with the University's sponsor license obligations to UK Visas and Immigration (UKVI) for students who are subject to immigration control.

3 SCOPE

3.1   The policy applies to all students registered on campus-based courses (including those offered either temporarily or permanently delivered by digitally enhanced learning) and includes postgraduate research students.

3.2   The policy does not apply to those students in franchise and validation partnerships, online or short courses.

4 RELATED INFORMATION

4.1   [Academic Engagement Monitoring Procedure](#)

4.2   [Home Office Student Sponsor Guidance: Sponsorship Duties](#)

4.3   [Health, Wellbeing and Support for Study Policy](#)

5 KEY DEFINITIONS

5.1   **Learning Activities:** A learning activity may be delivered synchronously (live) or asynchronously (e.g. a pre-recorded or a breakout collaborative task) either on-campus (face-to-face) or via the University's online learning platforms. Learning activities may include (but are not limited to): Spark Introductions, Lectures, Seminars, Tutorials, meetings, academic and technical workshops and inductions, directed practice or

fieldwork, drop-ins, peer reviews and live events. Synchronous activity is always a timetabled activity.

5.2 **Student or Tier 4 visa holders:** Any student who is issued a Student or Tier 4 visa is permitted to live and study in the UK for the duration of their course. Student or Tier 4 visa holders have additional responsibilities to retain their immigration status.

5.3 **Attendance:** Student's presence at timetabled learning activity.

5.4 **Engagement:** Student's presence at timetabled learning activity and/or active participation in asynchronous activities and learning materials.

6   WHY IS ATTENDANCE AND ENGAGEMENT MONITORED?

6.1 The University recognises that attendance and engagement in learning and teaching is a key element of successful student retention, progression and achievement. Attendance and engagement is monitored to enable the University to:
- Identify and provide ongoing advice and/or guidance to students who may benefit from additional support.
- Comply with the University's responsibilities as a Sponsor, and maintain its sponsorship status
- Ensure the University provides accurate information on funding to external government bodies

7   HOW IS ATTENDANCE AND ENGAGEMENT MONITORED?

7.1 The University monitors engagement with a range of activities relating to a student's studies, including (but not limited to):
- Attendance in timetabled learning activities
- Use of the Virtual Learning Environment (Learning Space)
- Submission of formative and summative assessments.

7.2 Attendance in timetabled learning activities is recorded via:
- Students logging their own attendance using card readers on campus.
- System generated attendance logs (e.g. students joining an online session through MyTimetable).
- Registers taken by the member of staff delivering and/or facilitating the learning activity.

7.3 Exchanges of email messages, texts or chats via professional and social media platforms, although possibly part of a schedule of regular contact, do not constitute acceptable engagement under this policy.

7.4 System generated data around attendance and engagement is routinely reviewed by course teams and other specialist services to enable timely intervention to students and establish if further support and advice is required.

7.5 Student and Tier 4 visa holders are subject to additional registration points at the beginning of each study block for which they are in attendance. This involves a face-to-face check of identity and documentation.

7.6 Heads of Subject may be requested to review and confirm the academic engagement and attendance profiles for students holding a Student or Tier 4 visa throughout the academic year, as requested by Student Records.

7.7 Where a student holding a Student or Tier 4 visa takes part in an agreed study trip, placement, or study abroad programme, Falmouth University will retain its sponsor duties and will have an attendance monitoring process which will be agreed in advance whilst the student is participating in off-campus activity.

7.8 Equivalent attendance and engagement monitoring processes will be followed in the case of any category of student not explicitly noted in this policy.

7.9 All data used as part of engagement monitoring is gathered and stored in line with the University policies and guidance on data handling. Click here to view the Privacy Notice for Current Students.

8 ABSENCES

8.1 The University normally considers an authorised absence under one of the following categories:

- Medical (self-isolation, appointments or sickness)
- Compassionate (Bereavement, family emergencies)
- Placements (agreed in advance by the course team)
- Internet issues preventing students from joining timetabled activities.

8.2 Routine employment commitments, social or participation in amateur sporting events are not deemed authorised absences.

8.3 Students must notify their course team of any absence from timetabled learning activities and record the absence via the digital attendance system.

8.4 If a student becomes aware that they will be absent frequently or for a prolonged period, they should discuss this with their course team in the first instance who may refer students to specialist support and advice.

8.5 Student or Tier 4 visa holders may also be required to complete an absence request form.

9 POTENTIAL CONSEQUENCES OF POOR ATTENDANCE AND ENGAGEMENT

9.1 If a student fails to attend and/or engage to a satisfactory level, this can have a direct impact on their ongoing academic progression and achievement.

9.2 The University aims to provide timely intervention to students who fail to attend and/or engage to a satisfactory level to discuss any challenges and establish if additional support is required to support re-engagement. This should take place in advance of any disciplinary outcome being applied to the student.

9.3   If a student's unsatisfactory attendance and/or engagement persists, the University may initiate a multi-stage process to support re-engagement and escalate further non-attendance:

9.4   **Stage 1:** A student will be sent a formal warning notification. Following this, the student will be given two weeks to re-engage with their studies.

9.5   **Stage 2:** If engagement does not improve to a sufficient level, a further warning will be issued and, depending on the students known or perceived circumstances, they may be required to attend a meeting to agree an action plan with steps to support their re-engagement.

9.6   **Stage 3:** Students who continue to demonstrate unsatisfactory attendance and/or engagement, or who do not engage with this process (including failing to follow the agreed steps from stage 2) may have their studies terminated in line with the [Student Terms and Conditions](#).

9.7   If a student holds a Student or Tier 4 visa and fails to engage (as defined within 7.2) at all for 60 consecutive days (30 days for students studying by distance learning) the University will notify the Home Office who will cancel the student's visa. As a result, the student will be withdrawn from their course of study and will be required to leave the UK.

9.8   If the University is made aware at any stage that a student's health or wellbeing is having a detrimental impact on their academic engagement, a Health, Wellbeing and Support (for Study) Meeting may be set up to provide advice and plans to support re-engagement or discuss further options for the student (see 4.3 for more information).

9.9   If a student is unable to meet their engagement requirements due to compelling personal reasons, alternative processes may be arranged if appropriate.

10 CONTACT FOR FURTHER INFORMATION

10.1 For queries relating to the policy, please contact: QAE@falmouth.ac.uk

10.2 For specific queries relating to Student or Tier 4 visa holders, please contact: student.records@falmouth.ac.uk

VERSION CONTROL

Purpose/Change	Author	Date
Original approved document	QAE	September 2016
Changes approved at Academic Board	Student Administration/ QAE	22 July 2020
Changes approved at Academic Board	Student Administration/ QAE	30 September 2020
Policy transitioned and renamed to include wider engagement with improved quality insight. Specific detail around thresholds removed to be included in new procedure document. Policy updated to reflect national updates to Student and Tier 4 Visa information. Content rewritten and restructured within a revised policy template.	QAE/ Student Records	21 July 2021