

STUDENT ATTENDANCE AND ENGAGEMENT POLICY

Preface

The Student Attendance and Engagement policy is in place to ensure students benefit from their teaching and learning opportunities so that they can successfully complete their level of study and subsequently their courses, meeting the relevant professional, statutory, and regulatory requirements.

The policy sets out the expectations of how students will engage, how we will monitor and support their engagement and what will happen if the level of engagement is unsatisfactory.

The expectation is that students will attend on campus and live on-line sessions as timetabled and to engage timely with all course materials and assessments provided unless they are unable to do so because of illness, disability or other extenuating circumstances.

Introduction

1. In this document 'we', 'our' and 'us' refer to Sheffield Hallam University. 'You' and 'your' refer to students at Sheffield Hallam University.
2. This policy applies to all courses that we offer, except where they are specifically modified to meet Professional, Statutory or Regulatory Body (PSRB) requirements. Modifications require the specific consent of the Director of Academic Services or nominee.
3. We reserve the right to make reasonable changes to this policy. These changes will normally come into effect at the beginning of an academic year. We also reserve the right to introduce changes during the academic year when we reasonably consider it to be in the interests of students or required by law, or the requirements of relevant regulatory bodies.
4. Academic engagement, attendance and participation are co-owned by our students and us and we recognise that a high level of participation in our taught offer contributes significantly to academic achievement, retention, progression, and the successful completion of the course. It also contributes to the enhancement of the quality of the learning experience and the development of core skills such as teamwork and professional communication and behaviour. It is therefore essential that all students take responsibility for their learning.
5. The policy will seek to encourage and facilitate student engagement with their course to promote an enhanced student experience, support achievement and enable us to meet the requirements of regulatory and professional bodies. The expected outcomes of this policy are to:
 - Increase the proportion of our students who continue on a course of study at the University
 - Increase the proportion of our students who progress to the next level or stage at the first attempt
 - Increase the proportion of our students who complete their course
 - Compliance with UK Visas and Immigration (UKVI), professional, statutory and regulatory body and other external agency monitoring, reporting and audit requirements

Engagement with your Course of Study

6. The University expects you to take responsibility for your learning and engage fully with your course. As a minimum all students must:

- Attend punctually scheduled and timetabled learning and teaching activities and sessions (including sessions scheduled in our online environment), unless unable to do so for reasons of disability, illness or other [extenuating circumstances](#). This includes face to face and scheduled online lectures seminars and tutorials. Where engagement issues arise relating to a disability, students should have reasonable adjustments agreed within their learning contract for managing absence.
- Engage with and participate in all learning activities
- Submit all assessments by scheduled submission dates, in line with the [University Assessment Regulations](#)
- Engage with all scheduled assessment activity (for example, class tests, presentations, exams)
- Engage fully with placements, work experience and work based learning
- Maintain up to date contact details on my student record.
- Engage with [Study Goal](#) as a means of supporting their engagement

In return you can expect the University to:

- Be transparent about the engagement and participation data we collect
 - Provide guidance for our students on how to use, interpret and act on this information
 - Use these data to improve the student support and services we provide
 - Ensure we comply with the monitoring and reporting requirements of external organisations such as UK Visas and Immigration and professional, regulatory, and statutory bodies
7. In addition to the above it is also expected you make all reasonable efforts to reflect on and act on feedback on assessed work and undertake independent learning in support of teaching delivery as directed by academic staff.
8. Point 6 applies to all undergraduate and postgraduate courses, some courses may have specific additional attendance and engagement requirements because of Professional Statutory and Regulatory Body and/or other statutory or contractual requirements as specified in relevant course documentation.

Monitoring of Engagement

9. We will monitor attendance and engagement through a range of activities, including, but not limited to, recording participation in taught sessions (delivered in our online environment and face to face), monitoring assessment submissions, reviewing online engagement with Blackboard, library usage, monitoring wifi activity in University spaces.
10. In addition to the above, for students who hold an International Student Visa we will also monitor engagement with the following activities:
- a. Work placements or work experience activity
 - b. Attendance and Engagement with Study Abroad Programmes
 - c. Completion of dissertations, and engagement with dissertation supervision sessions
 - d. Undertaking official roles as Student Union Sabbatical Officers.
11. You are expected to engage with University protocols for supporting and enhancing engagement with your course.

Supporting Your Engagement

12. The University has a range of arrangements in place to support your engagement with your studies these include (but are not limited to):

- A named Student Support Adviser, Academic Adviser and Employability Adviser to support you through the duration of your studies
- A student course representative for each course to enable you to feed into course development and improvement activity
- Regular staff student committees to enable you /your course representative to feed back
- A comprehensive skills and employability offer to support you in the completion of your assessments.

13. If the University has concerns about your engagement with your course you will be contacted by a member of staff in the first instance to ensure that you are directed to further support as appropriate, and to give you an opportunity to raise any issues which you may be having. Following this if we still receive no contact from you, you will be invited in for a welfare meeting with your Student Support Adviser.

Withdrawal for Non-Engagement

14. In accordance with Regulation 10 of our [Standard Assessment Regulations](#) if your engagement with your studies is deemed to be unsatisfactory, we reserve the right to deem you to have withdrawn from your course. We will issue a warning regarding your level of engagement prior to inviting you to a meeting to discuss the issue. If you do not attend the meeting, or if your engagement does not improve, we may deem it necessary to withdraw you from your course and you will be considered for an intermediate award if appropriate. Any further application for study at the University will be considered in accordance with the University's Admissions Policy. Examples of not fully engaging include, but are not limited to, the following:

- Repeated non participation in teaching sessions;
- Not taking part in assessments (including formative assessment);
- Failing to adequately contribute towards group assessments;
- Failing to respond to email or written correspondence;
- Failure to engage with contact points specific to a Tier 4 / International student visa.
- Failure to comply with mandatory training relevant to a professional course

15. You have the right to appeal a decision to withdraw you from your course within the grounds and timescales set out in the University's [Appeal Policy and Procedure](#).

16. If you are withdrawn from your course, you will no longer able to access statutory student funding support or bursaries.

17. The University will seek to enhance engagement in a positive and proactive way as far as possible. Steps to withdraw a student for non engagements will be taken as a last resort once other offers of support have been explored.

Long thin modules check point in Semester 1

Monitoring engagement from a HESA/ UKVI- must be done in a timely manner

(Related Polices: [Student Charter](#); [Terms and Conditions](#);))

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Owner:	Student Policy and Compliance, Academic Services
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Amendments to policy	Policy reviewed July 2020 and adapted in line to reflect the move to a blended learning environment and on line delivery.
	Policy reviewed September 2021, point 10 added to clarify processes for engagement monitoring for International Student Visa holders, point 16 added to provide clarity in relation to funding arrangements for students who are withdrawn from the University for non-engagement.