FALMOUTH UNIVERSITY

ATTENDANCE MONITORING POLICY

We regularly review and update our regulations and policies, including this attendance monitoring Policy. Accordingly, this policy has been updated to reflect the University's introduction of blended learning in response to the Covid-19 pandemic. The material elements and principles within the policy have not been amended but the definition of what learning activities are monitored for attendance (see 2.5), and how we monitor attendance have been updated (see 3.3).

1. **What the policy covers**

    1.1. This policy explains the University's approach to monitoring the attendance of students on campus-based courses of study, including those delivered via blended learning (where on-campus and online learning activities are combined).

    1.2. It also explains how the University carries out its specific obligations for international students who hold a visa under Tier 4 of the points-based immigration system and for whom the University is Sponsor.

2. **Introduction**

    2.1. The University recognises the value of attendance monitoring to help identify students who may be in danger of leaving their course. Through early identification of such students, the University has the opportunity proactively to offer help and guidance to encourage progression and to avoid potential discontinuation. Attendance monitoring is also essential for the University to meet its statutory requirements for receipt of funding.

    2.2. This policy applies to all students registered on campus-based courses (including those offered either temporarily or permanently delivered by blended learning) and including postgraduate research students (see 2.7).

    2.3. The University is the Sponsor for international students who hold a visa under Tier 4 of the points-based immigration system. As a Sponsor the University is obliged to meet the expectations of the UK Visas and Immigration (UKVI) as laid down from time to time in their Guidance and Regulations. Further information on this can be found on the UKVI's web-site: https://www.gov.uk/tier-4-general-visa/overview

    2.4. Within these Regulations, the UKVI describes academic engagement as being indicated by activities such as:
    - attending required lectures, seminars or tutorials
    - undertaking required laboratory work
    - undertaking research or fieldwork
    - submitting essays, assignments and attending examinations.

    2.5. Falmouth University monitors attendance at, timetabled **scheduled learning activities.** A scheduled learning activity can, among other things, include lectures, seminars, tutorials,

video calls/conferences, work-related telephone conversations, and moderated discussions whether these take place on University premises or via our online learning platforms. Scheduled learning activities may be provided synchronously (live) at a specific time or asynchronously (for example pre-recorded or a breakout collaborative task), or within a time window (for example over the course of a week or before another activity).

2.6. Exchanges of e-mail messages, texts or chats via professional and social media platforms, although possibly part of a schedule of regular contact, are not acceptable as a formal contact point.

2.7. Equivalent processes will be followed in the case of any category of student not explicitly noted in this document.

3. Undergraduate and Taught Master's Students

3.1. All international students (i.e who are not from the European Economic Area) are subject to additional registration points at the beginning of subsequent study block for which they are in attendance. This involves a face-to-face check of identity and documentation. In addition, students are required to engage with Student Administration every fortnight throughout the academic year.

3.2. Heads of Subject are responsible for performing monthly checks to confirm that the academic engagement of international students on their course(s) satisfies the requirements of this policy. Further information to students is given in the Tier 4 student guidance sheet.

3.3. The attendance of all students at scheduled learning activities on taught awards may be monitored:

- via class registers either taken by the member of staff delivering/facilitating the scheduled activity
- by students logging their own attendance (e.g. using card readers on campus) or
- by system generated logs of user system activity (e.g. showing attendance at a Microsoft Teams session).

3.4. Undergraduate students are responsible for notifying their Module Leader of any absence from any timetabled scheduled learning activity. Students whose attendance reasonably represents a cause for concern will be referred on to pastoral and/or academic support, guidance and where appropriate for additional specific support.

3.5. Where a taught (undergraduate or postgraduate) student misses fifty per cent (50%) of timetabled scheduled learning activities within any two-week period of a study block and has not notified the course team nor responded to reasonable efforts made by the course team to contact them to determine the reason for non-attendance, the Head of Subject or Course Leader will be notified who will contact the student to check if they require additional support. If the student misses a further fifty per cent (50%) of timetabled scheduled learning activities within another two-week period in the same study block, the Director of the academic department will issue a second letter requesting urgent contact together with a full explanation.

3.6. Students whose pattern of attendance does not improve on receipt of the second letter may have their studies terminated in accordance with the Terms and Conditions.

3.7. Where a student holding a T4 visa fails to re-engage with their studies within 60 days (30 days for distance learning) of the first contact from their sponsor regarding their lack of academic engagement, the sponsor must withdraw sponsorship (except in exceptional circumstances https://www.gov.uk/tier-4-general-visa/overview).

3.8. At any stage of this policy, the Director of the academic department or Head of Subject may make an assessment that a student should be called in to a Health, Wellbeing and Support for Study meeting.

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