

Academic Engagement Monitoring Policy & Procedure

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 visa.

Organisation: Falmouth University

Applies to: Staff & students

Policy owned by: Deputy Vice Chancellor

Required consultees:

- Student Records & Achievement
- Quality Assurance & Enhancement (QAE)

Approved by: Learning, Teaching & Quality Committee

Date approved: Wednesday 20 May 2026

Review date: July 2028

1 Key Facts

Clause(s)	Description
5.1	The University recognises that attendance and engagement in learning and teaching is a key factor in ensuring students remain in study and achieve to the best of their academic ability.
2.3	If you are studying at the University on a Student Visa, there are additional checks we have to make in relation to your attendance.
8.2	A range of information will be taken into account to assess your engagement, including all periods of absence no matter the length or reason. Multiple short periods of absence may mean you cannot engage and succeed with your studies. How actively you engage and participate when you are present is also considered.

2 Purpose

- 2.1 The University expects you to engage fully with your studies and to attend all timetabled activities for which you are enrolled. This provides you with access to the opportunities to develop your skills and knowledge to successfully complete your course.
- 2.2 This policy explains how the University monitors your attendance and engagement to ensure that timely and appropriate support can be provided if there are concerns about how you are engaging in your course.
- 2.3 If you are studying at the University on a Student Visa, there are additional checks we have to make in relation to your attendance. This policy explains how the University meets its legal responsibilities as a student visa sponsor. As your sponsor, the University must monitor your attendance and engagement and report certain information to UK Visas and Immigration (UKVI).

3 Scope

- 3.1 This policy applies to you if you are enrolled on a campus-based or online course delivered by the University.
- 3.2 This policy does not apply to you if you are enrolled on a franchise or validation partnership course or a short course. You should refer to guidance from your teaching provider on attendance and engagement expectations.

4 Key Definitions

- 4.1 **Learning Activities:** A learning activity may be delivered synchronously (live) or asynchronously (e.g. 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.

- 4.2 Student visa holders:** If you hold a Student visa, you are permitted to live and study in the UK for the duration of your course. You have additional responsibilities to maintain your immigration status.
- 4.3 Attendance:** Your presence at timetabled learning activity.
- 4.4 Engagement:** Your active engagement with learning, and participation in asynchronous activities and learning materials.

5 Why is attendance and engagement monitored?

- 5.1** The University recognises that attendance and engagement in learning and teaching is a key factor in ensuring students remain in study and achieve to the best of their academic ability.
- 5.2** The Department for Education requires you to attend and participate in your course.
- 5.3** Attendance and engagement is monitored so the University can:
- Identify as early as possible when you may benefit from additional advice or support.
 - Meet legal responsibilities as a Student visa sponsor and maintain sponsorship status.
 - Provide accurate information on your attendance to external government bodies (including the Student Loans Company SLC) enabling correct provision of your student funding.

6 How is attendance and engagement monitored?

- 6.1** The University monitors your engagement with a range of activities relating to your studies, including (but not limited to):
- Attendance in timetabled structured learning activities
 - Use of the Virtual Learning Environment (e.g. Learning Space or Canvas)
 - Participation in formative assessment opportunities
 - On time submission of summative assessments
 - Accessing learning resources (e.g. physical or digital library access; use or loan of technical facilities)
 - Participation in academic support sessions (e.g. Personal tutor meetings; Study Skills sessions).
- 6.2** Attendance in timetabled learning activities may be recorded via:
- You logging attendance using card readers on campus.
 - System generated attendance logs (e.g. joining an online session).
 - Registers taken by the member of staff delivering and/or facilitating the learning activity.
- 6.3** Routine contact such as emails, texts or informal messages does not count as engagement by itself.
- 6.4** Data relating to your attendance and engagement is routinely reviewed by course teams and support services to enable timely intervention where support and advice is required.

Additional monitoring for Student Visa holders

- 6.5** If you hold a Student Visa you will be required to complete additional registration checks at the beginning of each study block. This involves a face-to-face check of identity and documentation.
- 6.6** Heads of Subject and/or Course Leaders may be requested to review and confirm the academic engagement and attendance profiles for students holding a Student Visa throughout the academic year, as requested by Student Records & Achievement.
- 6.7** If you take part in an agreed study trip, placement, or study abroad programme as a Student Visa holder, the University retains its sponsor duties and will agree an attendance monitoring process in advance of you participating in off-campus activity.

7 Absences

- 7.1** You are expected to be present for the duration of each relevant Study Block during your studies.
- 7.2** The University recognises that there are circumstances where short-term absence may be necessary. This would usually be considered under one of the following categories:
- Medical reasons (such as appointments or sickness)
 - Compassionate circumstances (such as bereavement or family emergencies)
 - Internet or technical issues outside of your control that prevent you from joining timetabled activities
 - Placements approved in advance by the University.
- 7.3** Routine employment commitments, holidays, social activity or participation in amateur sporting events are not considered appropriate reasons for absence.
- 7.4** You must notify your course team of any absence from timetabled learning activities and record the absence via the digital attendance system.
- 7.5** For an absence of up to 5 consecutive days, for the reasons noted in 7.2 above, you can self-certify your absence without the need for any corroborating evidence.
- 7.6** If your absence continues for more than 5 consecutive days or you know that you will be absent for a prolonged period, you should discuss this with your course team in the first instance. You will need to provide evidence for any absence over 5 days (for example letter from a doctor).
- 7.7** If you are absent, it is your responsibility to catch up on missed teaching and learning, and to seek support from your course team where needed.
- 7.8** For any absence of more than 4 weeks you may be advised to take a break from your studies (intermittence). If you are struggling for any reason, there is specialist [wellbeing support and advice](#) available to you.

- 7.9 If you hold a Student Visa you will be required to complete an [absence request form](#) for absence of more than 5 days or if you leave the UK during a Study Block.

8 Potential consequences of poor attendance and engagement

- 8.1 If your attendance or engagement fall below a satisfactory level, this can have a direct impact on your academic progression and achievement.
- 8.2 A range of information will be taken into account to assess your engagement, including all periods of absence no matter the length or reason. Multiple short periods of absence may mean you cannot engage and succeed with your studies. How actively you engage and participate when you are present is also considered.
- 8.3 An attendance rate of under 50% is a serious cause for concern.
- 8.4 The University will contact you to discuss any difficulties you are experiencing and offer support to help you re-engage with your studies. Supportive intervention will normally take place before an escalation process is considered.
- 8.5 You may be referred for support through the Health, Wellbeing & Support for Study process (HWSfS) where your health, wellbeing or behaviour is impacting your ability to engage with your studies. This may happen alongside action under this policy to address low attendance and/or engagement.
- 8.6 If your unsatisfactory attendance and/or engagement persists, the University will initiate a multi-stage process:
- i. **Stage 1:** You will be sent a formal warning notification. Following this, you will be given a defined period to address your attendance and engagement issues.
 - ii. **Stage 2:** If your attendance and/or engagement does not improve to a sufficient level, a further warning will be issued and, you may be required to meet with staff to agree an action plan with steps to support re-engagement.
 - iii. **Stage 3:** If you continue to demonstrate unsatisfactory attendance and/or engagement, or if you do not engage with this process (including failing to follow the agreed steps from stage 2) your studies may be terminated in line with the [Student Terms and Conditions](#).
- 8.7 If you hold a Student Visa and fail 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 your Visa. As a result, you will be withdrawn from your course of study and will be required to leave the UK.

9 Appeals

- 9.1 If you wish to appeal a decision made on the basis of this policy you should follow the University's Appeals Procedure.

- 9.2** It is important to note that whilst an appeal may be upheld you may not be able to return to study in the same academic year if significant amounts of teaching and learning have been missed.
- 9.3** You may be able to request a period of intermittence as part of an appeal to enable you to return to your studies at an appropriate point.

10 Related Information & Guidance

- 10.1** 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.](#)
- 10.2** [Student Registration Policy](#)
- 10.3** [Academic Engagement Monitoring Procedure](#) (staff link)
- 10.4** [Assessment and Engagement Monitoring](#) (student link)
- 10.5** [Home Office Student Sponsor Guidance: Sponsorship Duties](#)
- 10.6** [Health, Wellbeing and Support for Study Policy](#)

11 Contact for further information

- 11.1** For queries relating to the policy, please contact: QAE@falmouth.ac.uk
- 11.2** For specific queries relating to Student visa holders, please contact the Student Records & Achievement team: sra@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
Minor amendment to section 8.5 as approved by Academic Board/LTQC.	QAE	23 July 2025
Substantial revision of the policy including an update to student facing language; highlight the importance of a range of engagement and attendance indicators; highlight the importance of attendance for provision of student funding; inclusion of 5 day period for self-reporting absence; inclusion of a 50% threshold for serious concerns; note that a successful appeal may not mean an immediate return to study. Amendments agreed at LTQC.	Academic Services	20 May 2026