Engagement with Learning Code of Practice
UPR SA06 Appendix I version 10.1

Policies superseded by this document

N/A. This document is a new appendix to UPR SA06, with effect from 27 October 2020.

Summary of significant changes to the previous version

N/A. This document is a new appendix to UPR SA06 and it should be read in full.

Glossary

A glossary of approved University terminology can be found in UPR GV08.

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1  Introduction

The purpose of this document is to provide a summary of the engagement with learning, including attendance, requirements for students studying at the University on a Student Visa.

2  Monitoring engagement with Learning

2.1 The University has responsibilities for the pastoral care for all our students and obligations to monitor their progress, informing certain external bodies of failure to engage with their programme of study, temporarily or permanently.

2.2 For these pastoral and legal monitoring reasons, the University monitors student engagement with their learning and, where appropriate, attendance on campus.

2.3 In addition, Schools have the flexibility to monitor student engagement with their programmes and activities as per their individual requirements.
2.4 Student engagement with learning at the University level is monitored in several ways:

i. days elapsed since last activity on the Virtual Learning Environment (VLE) (not logged on for 2 weeks);

ii. submission of online summative assignments;

iii. attendance at campus-based classes through the Check-In system (not checked in for 2 weeks).

2.5 All of the measures above are elements of the Data for Learning Dashboard that is used by Schools as part of their pastoral/academic support and personal tutoring system. This subset of measures is used in combination for the purposes of monitoring engagement with learning at the University.

3 Non-engagement

3.1 If students fail to meet the requirements for engagement in learning during each semester, the following procedure will take place.

3.1.1 If students have not:

i. logged on to the VLE for 2 consecutive weeks during teaching time; or

ii. submitted an online assignment; or

iii. recorded attendance on Campus, if directed to do so, through the Check-in system for more than 2 weeks;

they will receive an initial email from the central timetabling team to prompt them to log onto their modules and/or use the Check-in system, if appropriate. If anything is preventing them from doing so or they need support, they will be advised to make contact with their school or Student Immigration Team if they are on a Student Visa. Schools will be notified that the initial email has been sent.

3.1.2 After a further 2 weeks, if a student has still not engaged, they will be sent a second email advising them to urgently commence engagement with their studies to avoid withdrawal from the University. The same information from the first email will be re-iterated once again. Schools will be notified that the second email has been sent.

3.1.3 Following steps at 3.1.1 and 3.1.2, if a student continues to fail to engage with their studies, they will be considered by a Panel meeting. Continued non-engagement will result in the student being sent a withdrawal letter from the Student Administration Service.

3.1.4 Students will be withdrawn from their studies if they fail to respond to the withdrawal letter from the Student Administration Service (see section 3.1.3). Those on a Student Visa will be reported to the Home Office as having their sponsorship withdrawn.
3.2 Irrespective of whether a programme has formal academic attendance requirements, students must engage in their learning and check-in at all their campus-based teaching sessions to record their attendance, if they have been instructed to do so. Students are expected to attend all timetabled teaching sessions (online or on campus) unless advised otherwise by their Programme and the University reserves the right to monitor attendance and take action to ensure students active engagement with their studies (see UPR SA06\(^1\)). This is stated within the ‘Student Attendance Regulations’ (UPR SA06). Failure to comply with the ‘Student Attendance Regulations’ (UPR SA06) may result in a student being withdrawn from their programme of study and curtailment of sponsorship by the University.

4 **Authorised Absence**

4.1 Those on a Student Visa are expected to complete an **Absence Request Form** if they intend to be absent from their studies for longer than a week during their teaching time. This form can be found via AskHerts:

https://ask.herts.ac.uk/absence-your-tier-4-visa

4.2 The absence will be approved by the Programme Leader, if appropriate, and then sent to the Student Immigration Team. The Student Immigration Team will also check:

i that the reason for absence is appropriate; and

ii that the authorised absence provided does not exceed the appropriate time for that reason; and

iii that the authorised absence will not affect the course completion date.

5 **Document check**

5.1 In addition to the engagement and check-in swipe system, those on a visa will have their documents checked at one point in the academic year. This may take the form of a face-to-face check or a file audit.

5.2 During the document check process, the Student Immigration Team will check the student’s visa, passport and any other necessary documents (e.g. police registration) and provide information about working in the UK.

5.3 If a student fails to attend the document check during the allotted time, they will be advised to attend a late session afterwards. Those who fail to either:

i attend a face-to-face document check; or

ii provide documents as requested; or

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\(^1\) UPR SA06 ‘Student Attendance Regulations’
iii provide the correct documentation

will be withdrawn from their studies and reported as withdrawn to the Home Office.

6 Attendance procedure for Hertfordshire International College (HIC) students

6.1 The process outlined in this document (Appendix I, UPR SA06) applies to HIC students who are studying alongside University of Hertfordshire (UH) students on the integrated provision. All HIC students sponsored by the University are required to attend a yearly face-to-face visa check or have a file audit on their records.

6.2 HIC students are also expected to engage with their studies in a variety of ways including attendance at a ‘scheduled’ session, participation at a live online class, a meeting with a member of staff or activity on the VLE. If students fail to reach 85% engagement, they will be contacted. If their engagement falls to less than 70% for three (3) consecutive months, then they will be withdrawn.

7 Attendance procedure for pre-sessional students

7.1 Attendance and engagement for pre-sessional students will be monitored in the same way as other students.

7.2 Where the student has failed to reach 85% attendance of their classroom-based study in any given month the student will be contacted to discuss their attendance.

7.3 Where a student’s attendance falls below 70% for three (3) consecutive months, those students on a Student Visa will have their sponsorship withdrawn.

Sharon Harrison-Barker
Secretary and Registrar
Signed: 27 October 2020

Alternative format
If you need this document in an alternative format, please email us at governanceservices@herts.ac.uk or telephone us on +44 (0)1707 28 6006.