

Engagement with Learning Code of Practice

UPR SA06 Appendix I version 11.0

Policies superseded by this document

This document replaces version 10.1 of UPR SA06 Appendix I, with effect from 1 September 2022.

Summary of significant changes to the previous version

This document has been amended to limit its scope to students other than those on a Student Route Visa.

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 principles and processes for students other than students on a Student Route Visa. Attendance requirements for international students studying at the University on a Student Route Visa can be found in Appendix II, UPR SA06¹.

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.

¹ Appendix II, UPR SA06 'Engagement with Learning Policy for Students on a Student Route Visa'

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 Engagement with Learning

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. 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, a further email will be sent advising them to commence urgent engagement with their studies to avoid withdrawal from the University. 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).

- 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 SA06²). 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 Document check

- 4.1 In addition to the engagement and check-in swipe system, those students on a time limited immigration permission will have their documents checked each academic year. This may take the form of a face-to-face check or a file audit. The requirements for students on a Student Route visa are outlined in Appendix II¹ of this UPR (SA06).
- 4.2 During the document check process, the Student Immigration Team will check the student’s contact details, visa, passport and any other necessary documents (e.g. police registration).
- 5.3 Those who fail to attend a face-to-face document check and/or fail to provide documents or contact details as requested will be withdrawn from their studies.

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Secretary and Registrar
Signed: **1 August 2022**

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.

² UPR SA06 ‘Student Attendance Regulations’