

Engagement with Learning Code of Practice

UPR SA06 Appendix I version 13.0

Policies superseded by this document

This document replaces version 12.0 of UPR SA06 Appendix I, with effect from 1 September 2024.

Summary of significant changes to the previous version

None. Amendments to version 12.0 relate to UPR SA06 only.

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 relevant 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.

3 Engagement with Learning

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

- 3.1 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. Students are expected to attend all timetabled teaching sessions unless advised otherwise by their Programme.
- 3.2 The University reserves the right to monitor attendance and take action to ensure students actively engage with their studies. The University will contact students who are not actively engaging with their studies, ie they are not attending scheduled teaching sessions or not accessing study materials through Studynet. Students who fail to respond to this contact and fail to re-engage with their studies and comply with the 'Student Attendance Regulations' (UPR SA06) will be withdrawn from their programme of study. Students who are unable to re-engage with their studies because of other factors should contact the University for support and guidance.

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.
- 4.3 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.

5 Student complaints

Students may raise concerns about the way in which the University has administered the regulations in this document (UPR SA06) via UPR SA16².

Sharon Harrison-Barker
Secretary and Registrar
Signed: **1 August 2024**

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 SA16 'Student and Applicant Complaints'