

V3

Student Engagement and Attendance Policy



BATH SPA
UNIVERSITY

Here is a link to the [Student Engagement Webpage](#) which includes an infographic explaining this policy

1. Purpose

- 1.1 This policy sets out our expectations that you will attend and meaningfully engage with your course throughout the academic year. It outlines why we monitor student engagement, the wide range of learning activities that count as your meaningful engagement and your responsibilities to enable you to make informed decisions about your course engagement and attendance. It also outlines the University's support mechanisms to enable you to get back on track with your learning journey and the steps the University may take if your engagement falls below accepted standards.
- 1.2 Bath Spa University recognises that studying for a degree is a significant commitment. We seek to promote the environment that enables you to gain as much as possible from your learning journey with us. Our research tells us that students who are most engaged with their course feel the most settled at the University and national research suggests that the more involved students are with their course, the better they do.
- 1.3 Your attendance at centrally timetabled events, as well as your engagement with a range of learning resources, are known to be key factors in student academic success. The University expects you to fully attend and engage with your scheduled teaching and learning activities and associated resources provided to support your studies. These are listed in 6.1 below.
- 1.4 The University is obliged to confirm student engagement to Student Finance. The University will notify Student Finance that you are engaging effectively with your studies and take appropriate action in relation to low engagement which may impact on your student tuition fee and maintenance fee loans.

2. Scope

- 2.1 This policy applies to all students who are registered on a taught or research programme that is awarded and delivered by Bath Spa University and Bath Spa University London. Educational partners will follow the same principles outlined in this policy and are responsible for ensuring appropriate arrangements are in place to support and monitor students' engagement and success.

The University operates the Student Engagement and Attendance policy under the following principles. The policy aims to:

- a. Ensure that all students are aware of their responsibilities to attend and engage fully with their course
- b. Ensure that the University works in partnership with students to support their learning journey and enable them to make the most of their university experience

- c. Provide students with the tools to review and drive their engagement and participation with their learning and support, with assistance from key University services
- d. Operate a proportionate approach to interventions designed to assist student engagement and attendance levels based on the impact of these levels on their studies
- e. Support student retention, engagement and success in an appropriate way, recognising both the need for effective support mechanisms, as well as consideration of students' best interests and successful progression and completion of awards
- f. Assess a variety of evidence sources and information as part of the decision making process relating to the application of interventions, resources and outcomes from sustained low engagement
- g. Review the outcomes from this policy on a regular basis and implement improvements as a result.

3. Student Responsibilities

3.1 You are expected to demonstrate meaningful engagement by:

- Attending all timetabled teaching events whether delivered in person or online. This includes lectures, seminars, tutorials, workshops, labs, placements, site visits and in the case of research students, scheduled meetings with supervisors, associated with the course on which you are enrolled
- Arriving on time, for ready for the start of every session and remain for the duration of the session
- Checking in your attendance via the MyBathSpa App for every timetabled session (BSU)
- Accessing Ultra (Bath Spa University Virtual Learning Environment) including timely submission of all assessments, make use of Panopto for recorded lectures as guided by tutors and Library Resources via Talis
- Notifying your module tutors in advance if you expect to be absent from any module event and checking in your absence via the MyBathSpa App (BSU). This will enable a conversation with your tutor about any specific support you may need and your tutor to authorise your absence

3.2 If your attendance and engagement fail to satisfy programme requirements, the University will contact you to explore any issues which are affecting engagement and attendance and may ultimately cancel your registration if your attendance and engagement does not improve on a sustained basis. This action could lead to your withdrawal from the University.

3.3 The Bath Spa University [Programme Delivery Statement](#) sets out our focus on delivering the best possible in person experience for students and the importance for students of engaging with that experience.

4. Class Lecturer Responsibilities

- 4.1 Class lecturers are expected to issue an attendance check in code to all students for every timetabled session so that they can check in their attendance via the MyBathSpa app.
- 4.2 Where Class Lecturers/Academic Advisors are concerned that student attendance and engagement does not meet the required standard, they should reach out to the student to offer support. Where there is no response from the student, they are expected to refer the student to the Student Engagement and Retention Team (BSU) or the Student Success Officer (BSUL).
- 4.3 Where a student has notified their Class Lecturer/Academic Advisor of absence due to health or wellbeing issues, their Tutor should refer to the student's Academic Access Plan to view reasonable adjustments (if relevant). If the student does not have Study to Support, refer the student to the Student Wellbeing Services for further support.
- 4.4 Every effort will be made by Class Lecturers to ensure that where teaching activity is rescheduled, this is recorded on the MyBathSpa app for the session that does not run as 'Scheduled to attend alternative session' so student engagement is not affected.

5. Support for Student Engagement

- 5.1 This policy is complemented by the University's Learning Analytics policy. The **My Engagement Dashboard** (introduced in September 2023) provides Student Engagement and Retention staff and other key teams with the online tools to support student engagement. Where a student's pattern of engagement falls below accepted thresholds, they will receive notifications outlining the support available to them to help them in considering their approach to engaging with their studies. Students are also encouraged to contact their Academic Advisor, or the Student Engagement and Retention Team (BSU) or the Student Success Officer (BSUL) for support.
- 5.2 **If a student is experiencing circumstances preventing them from engaging with their course, they must seek advice and support from one of the following:**
 - [Academic Advisor](#)
 - [Module Leader/Programme Leader](#)
 - [Supervisor or Personal Tutor \(research students only\)](#)
 - [Immigration Compliance Team](#) (for Overseas Sponsored Students only)
 - [Student Engagement and Retention Team](#)
 - [Student Information Team](#)
 - [Student Wellbeing Services](#)
 - [Students' Union Advice Centre](#) for independent advice where applicable

6. Monitoring Student Engagement

6.1 The University will look at your meaningful engagement with your studies using a range of engagement points. The University collects data about individual student engagement including:

- Attendance check in via the MyBathSpa App
- Login activity in Ultra (our Virtual Learning Environment) including timely submission of Assessments
- Panopto (Online Lecture Recordings)
- Library Loans via Talis
- Attendance registers for non-centrally timetabled sessions

All together this information gives an overview of your level of engagement with your course.

6.2 Alongside the legal duty of monitoring student engagement with your course and to act if engagement falls below the accepted standard, the University cares about enabling students to connect with their studies and personal learning journey. The University proactively reviews student engagement data on **MyEngagement** because lower engagement can be a sign that a student requires support. When student engagement is consistently dropping, Class Tutors/Academic Advisors and the Student Engagement and Retention Team (BSU)/Student Success Officer (BSUL) will reach out to offer support and advice, rather than waiting for a student to ask for it.

6.3 The University's legal duty arises from the requirement to confirm registration and attendance with all relevant Student Finance providers and advise them where student attendance has lapsed. As well as obligations to our Regulator (Office for Students) and meeting the sponsorship requirements of UK Visas and Immigration (UKVI) for the monitoring of sponsored international students' attendance whilst studying in the UK.

6.4 The University collects individual student data as well as aggregated and anonymised data sets which cover groups of students, such as whole programmes and levels of study. This data is collected and used in accordance with the Applicant and Student Privacy Notice, the Study Terms and Conditions and the University's Learning Analytics Policy.

7. Misuse of Engagement Monitoring Systems

7.1 Students will be regarded as in attendance at the University, or engaging in University activities, whether they are present within the University buildings, participating in online activities or engaged elsewhere on some legitimate activity pursuant to the programme (e.g. attending a field course), always provided that they maintain regular academic contact with tutors and adhere satisfactorily to the programme for which they are registered. If attendance is deemed unsatisfactory

within University attendance and engagement procedures, the University will take appropriate action, which may include termination of registration.

7.2 Students found misusing the Engagement Monitoring system will be liable to disciplinary action. Examples of misuse are:

- Checking in attendance via the MyBathSpa App, but not remaining for the entire duration of the event
- Sharing the onetime only attendance check in code with another student
- Using a onetime code provided by another student to check in attendance in the MyBathSpa App, but not attending the session

Where a lecturer deems a student has 'Checked in by Error' and is not present throughout their session, they are able to override the student check in, so that it does not count towards the student's attendance. Where such behaviour continues, it will be looked at as potential academic misconduct by the University, as outlined in [the University's Academic Regulations](#) and potentially handled under the new Academic Integrity Policy.

8. Sponsored International Students

- 8.1 As a sponsor, Bath Spa University has a responsibility to make sure that Student Visa or Tier 4 Student Visa holders meet the terms of their visa in respect of engaging with their studies.
- 8.2 As a sponsor, Bath Spa University has a legal obligation to monitor Student Visa and Tier 4 Student Visa holder's engagement with their studies and report any changes to the Home Office.
- 8.3 This section of the policy has been developed in line with the Student Sponsor Duties as set out in the UKVI Sponsor Guidance.
- 8.4 Sponsored international students are expected to attend and engage actively and consistently with their course throughout the academic year. Failure to meet satisfactory attendance levels will result in withdrawal action being taken in line with the University's International Sponsorship Duties issued by UK Visas and Immigration (as documented in Appendix B of this policy). Full information relating to responsibilities of international students can be found on the [University's Visas and Immigration webpages](#).

9. Placement Students

- 9.1 Students undertaking a placement as part of their course are responsible for ensuring that their attendance matches the requirements set out by the course and their placement provider. Placement providers will inform the University if a student is failing to maintain a satisfactory attendance record, which may lead to the student

being withdrawn from the placement activity and potentially from their programme of study.

- 9.2 Initial Teacher Training (ITT) students on School Placement days are expected to attend all of their school placement days as set out by their course and School placement.
- 9.3 Note: All international sponsored students commencing a placement must liaise with the Visa Compliance Team (immigrationcompliance@bathspa.ac.uk) prior to the placement start date as the University must notify UKVI of placement details. Failure to make this notification will result in Illegal Working.

10. Postgraduate Research Students

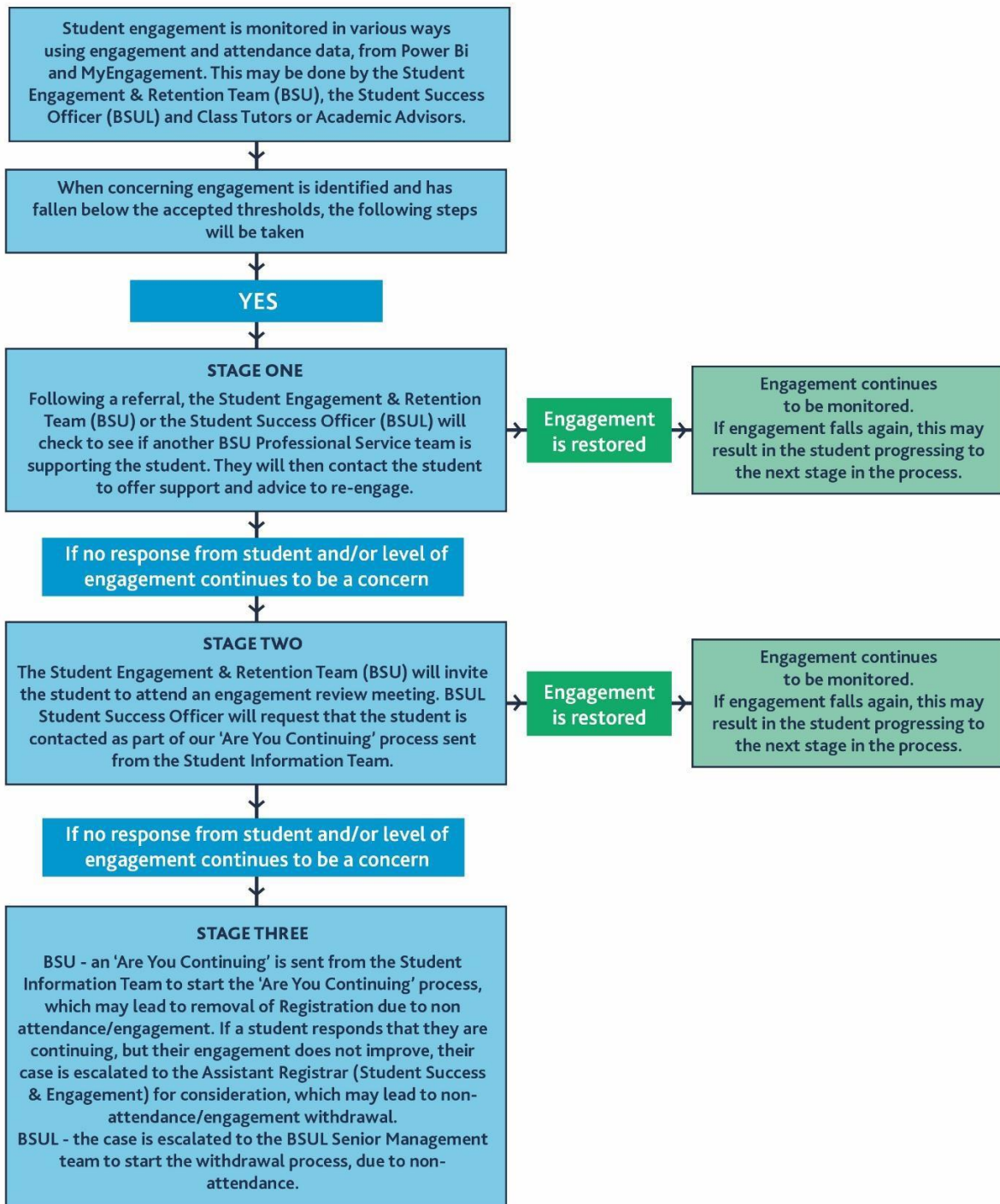
- 10.1 If a PGR student is found not to be engaging with their supervision meetings, does not have satisfactory attendance at other activity deemed essential to their studies by their supervisor, or is deemed by their supervisor not to be engaging appropriately with their research, the supervisor will inform the Graduate College team who will take the appropriate steps to ascertain the reason for non-engagement.

11. Educational Partner Institutions

- 11.1 Student engagement and attendance for courses offered in collaboration with educational partners follow the principles outlined in this Policy but the standard operating procedures for logging, monitoring and reporting attendance may differ in some areas.
- 11.2 For example, the Educational Partner will handle all necessary engagement and attendance processes via its own administrative teams. This will be done using its own procedures that align to and confirm this policy.
- 11.3 This is overseen by Bath Spa University through regular audits and sampling of partner attendance data. Partners are normally required to send regular attendance and monitoring reports to the Compliance Manager at Bath Spa University who will proactively monitor engagement and follow-up where appropriate.
- 11.4 This attendance data should not include any 'authorised' absences. The expectation is that every effort will be made to ensure consistency between the University and educational partnerships.
- 11.5 Educational Partners may recommend to the University the withdrawal of students who have not met the necessary attendance and engagement requirements. The University will consider the recommendation, determine a decision, and undertake the actions outlined in the Withdrawal Policy to process any withdrawal.

Appendices Appendix A

Flow diagram of the cancellation of registration due to unacceptable attendance and engagement.



Appendix B Sponsored International Students

Sponsored Pre-Sessional English Students (Below RQF Level 6)

The Home Office requirements of Pre-Sessional English students are as follows:

Students studying at RQF level 5 and below must attend a minimum of 15 hours of daytime (08:00 to 18:00, Monday to Friday) classroom-based study per week.

Where the student has not reached 85% attendance of their classroom-based study in any given month, the sponsor must review the reason for the student's absence.

The student's record must then be annotated with the reason for the non-attendance and the steps being taken to improve the student's attendance.

Where a student's attendance falls below 70% for three consecutive months, the sponsor must withdraw sponsorship due to lack of academic engagement unless there are exceptional and evidenced reasons for the non-attendance (e.g. illness).

The expectation for Bath Spa University Pre-Sessional English students is that daily attendance is required.

The English Language Unit (ELU) will record and retain a record of student attendance and engagement of students on their courses.

Any absence or non-engagement on part of the student will result in intervention by the ELU. Absences and the reasons for them will be recorded and retained.

Any serious concerns regarding a student's attendance or engagement will be escalated to the Immigration Compliance Team.

Sponsored Undergraduate and Postgraduate Taught International Students (RQF Level 6 & 7)

As a sponsor, it is the University's responsibility to ensure that sponsored international students are actively and consistently engaging with their studies.

The Immigration Compliance Team will undertake regular checks of attendance and academic engagement to ensure timely interventions are made with those students who are showing signs of non-engagement.

Attendance and academic engagement can be indicated and measured across a number of activities, including the following:

- Attending required lectures, seminars or tutorials
- Undertaking required laboratory work
- Undertaking research or fieldwork

- Submitting essays, assignments and attending examinations

As a minimum, the expectation is that sponsored full-time taught students should have at least one recorded contact point every four weeks throughout each term. Interventions will take place when engagement levels fall below this threshold.

For postgraduate taught students undertaking their dissertation, academic engagement will be monitored.

In line with the UK Visas and Immigration requirement, the Immigration Compliance Team will ensure the maximum period of non-engagement before interventions take place will not exceed 60 days in duration.

RQF Level 6 & 7 students with 0% engagement

Interventions will be made with those students who are identified with zero engagement over a four-week period. The Immigration Compliance Team will advise the student that if non-engagement continues within two weeks from the point of intervention, it will be assumed that the student is no longer continuing with their course and sponsorship of their visa will be withdrawn from the date of last engagement.

Sponsored international students who are not engaging with their studies will be referred to the Immigration Compliance and Advice Service so that they can be advised on possible visa implications and given advice as appropriate.

Sponsored Research International Students (RQF Level 8)

As there is no requirement for research degree students to attend taught sessions, academic engagement is monitored by establishing a programme of contact points with their research supervisor.

Academic engagement for PGR students is managed by the Immigration Compliance Team who liaise with research supervisors at regular intervals throughout the academic year to ensure students are actively and consistently engaging with their studies.

The Immigration Compliance Team will make appropriate interventions with the student where low engagement is highlighted by a research supervisor.

Sponsorship will be withdrawn from those students who are not actively and consistently engaging with their research degree.

Sponsored students - Work Placements

Students failing to engage with their work placement will be subject to similar checks and interventions as those students who are undertaking the taught element of their course.

It is the duty of the Professional Placements Team to notify the Immigration Compliance Team of the following:

- Sponsored students who are due to go on a work placement

- Location of the work placement, including full address and postcode,
- Duration of the work placement, including early completion,
- Changes to the work placement,
- When a student is not engaging with the work placement.

Sponsored students - PGCE Work Placements

It is the responsibility of the School of Education to notify the Immigration Compliance Team of the following:

- Sponsored students who are due to go on a PGCE placement
- Location of the placement, including full address and postcode,
- Duration of the placement, including early completion,
- Changes to the placement,
- When a student is not engaging with the placement.

Sponsored students - Study Abroad (Outward mobility)

Continued sponsorship of sponsored outward mobility students will be permissible, providing that:

- The host institution accepts the responsibility to inform Bath Spa University where a student is not engaging with the Study Abroad programme.
- An agreement is signed between the host institution and Bath Spa University for each student on the Study Abroad programme. The agreement is to be shared with the Immigration Compliance Team for audit purposes.

Sponsored Students' Union Sabbatical Officers

Bath Spa University Sabbatical Officers sponsored under the Student Route will need to fulfil the requirements of the post for the duration of sponsorship.

Sponsored Sabbatical Officers must report Change of Circumstances to the Immigration Compliance Team as soon as possible to ensure timely reports are actioned as appropriate.

Document Details

Responsible Office: Student and Registry Services

Responsible Officer: Academic Registrar

Approving Authority: Academic Board

Date of latest approval: April 2024

Effective Date: September 2024

Related Policies and Procedures: Student Engagement Framework and Process

[Programme Delivery Statement](#)

Academic Regulations for Taught Programmes

Exceptional Circumstances Policy

Learning Analytics Policy

Academic Integrity Policy

Supersedes: V2 Student Engagement and Attendance Policy

Next review due: April 2028