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1. **Introduction**

1.1 In line with the Northumbria University Student Charter\(^1\) all students i.e. Undergraduate, Postgraduate and Postgraduate Research, are asked to actively engage with their learning opportunities both inside and outside of the University.

1.2 Northumbria students are expected to be independent learners and as such are active participants in their own learning and must take responsibility for achieving their learning outcomes and potential. However, there is normally a correlation between attendance and assessment performance, retention and progression. Monitoring student attendance enables the University to provide support and guidance to those students who, as a consequence of their non-attendance, are identified as struggling so that we can improve student attainment and wellbeing.

1.3 This policy applies to all Undergraduate, postgraduate taught and postgraduate research students, to support student success and also to ensure effective reporting requirements to external bodies and agencies, e.g., government funding organisations such as the Student Finance England, third party sponsors, Professional Statutory and Regulatory Bodies (PSRBs) and UK Visas and Immigration (UKVI).

1.4 This document sets out the University’s policy for student attendance monitoring and provides students with additional guidance on how they will be supported to engage with their studies, and provides University staff with additional guidance to inform attendance monitoring and absence reporting procedures for all students.

1.5 Benefits of effective attendance monitoring for students:

- It can help increase student focus and engagement with their programme of study.
- It encourages a better student experience due to staff being made more aware of pastoral and welfare issues.
- It has been demonstrated to enhance and facilitate group dynamics in tutorial sessions.
- First year students are known to be more likely to leave university prematurely and a proactive approach to attendance and subsequent pastoral care has been demonstrated to support improved retention and student wellbeing.
- A systematic approach to monitoring attendance from the start of a programme fosters a culture of attendance in subsequent years.
- It helps students to build work patterns appropriate for their time after university.
- The supportive follow up to student absence identifies students’ with issues and helps with resolution.

1.6 The University takes a proactive and positive approach to supporting student engagement with their studies and attendance on their programme. Student attendance data, and other student engagement data which the student has consented to provide, enables the University to identify where an individual student may need some additional support to ‘stay on track’. At the earliest opportunity, students whose attendance suggests cause for concern will be contacted by the Student Progress Team (SPT) to offer personalised support. Any issues flagged will be triaged, and students will be referred to other support as appropriate, within Student and Library Services (for example Welfare or Library Skills support), or to their

\(^1\) [https://www.northumbria.ac.uk/about-us/student-charter/](https://www.northumbria.ac.uk/about-us/student-charter/)
Programme Leader or Personal Tutor. SPT will work in partnership with academic colleagues to support students to engage appropriately with their studies.

- Where appropriate, SPT will support students with the range of options open to them, which in some cases may relate to exploring a change of circumstances, for example interrupting their studies, transferring to another programme or leaving the University.

1.7 Benefits of effective attendance monitoring for the University:

- Support student engagement, retention and progression by enabling effective engagement between the University and students on attendance
- Ensure that the University is compliant with external agencies including, UK Visas and Immigration (UKVI), Student Finance England (SFE) and Professional Statutory and Regulatory Bodies.
- Provide accurate and useful data on attendance for students, their tutors and professional support staff.
- Enable high-level anonymous analysis by the University of student attendance patterns to inform and improve factors that influence student engagement, attendance and success.
- Provide aggregate and anonymous data to inform estate planning.

2. Scope of the policy

2.1 The scope of this policy includes:

- All UK based students and their attendance requirements at Learning and Teaching activities at all Northumbria University campus locations.
- Monitoring of physical attendance by all students at learning activities at Northumbria University UK campuses. Unless otherwise excluded, it includes:
  - All scheduled classes and learning activities for students enrolled on full-time or part-time study to obtain a University award; this includes students on taught undergraduate and postgraduate programmes and those on postgraduate research programmes.*
  * For students on postgraduate research programmes (PhD, MPhil, Professional Doctorate research component) learning activities are defined as formal monthly supervision meetings. For further details, please refer to the Northumbria University PGR Code of Practice.
- Engagement with students regarding their attendance.
- Use of information obtained via student attendance monitoring for the purposes described in Section 1 of this document.
- The monitoring of student attendance at timetabled Learning and Teaching to inform estate planning.

2.2. The scope of this policy excludes:

- Attendance, and monitoring of physical attendance by students, at the following activities;
  - Student self-managed engagement with digital /other resources.
  - Students on block mode credit bearing CPD programmes.
Students enrolled with partner organisations in the UK or overseas.

- Independent learning activity, e.g. in the University Library.

- The use of information gathered via monitoring non-Learning and Teaching activities, e.g.:
  - Attendance at ad hoc events arranged by the University such as career fairs.
  - Self-managed time in workshops, laboratories or clinics.
  - Extra-curricular parts of a module/programme, e.g.; optional theatre trips for a Drama module.

- Analysis of staff attendance or patterns of student attendance aligned to staff.

- Analysis of individual student movement around the campus.

3. Attendance Monitoring for Taught Students (Undergraduate and Postgraduate)

3.1 There is normally a correlation between attendance and assessment performance; therefore, to support student achievement and other reasons noted in Section 1.3, the University will monitor the attendance of all students at all of their scheduled learning and teaching and placement activities. Attendance monitoring is a mandatory part of the University’s enrolment contract with a student.

3.2 Within the supportive approach outlined above, students are expected to;

- Attend all scheduled Learning and Teaching and placement activities.

- Comply with any programme specific attendance standards where specified by professional statutory and regulatory bodies.

- Notify the University in advance where possible if they expect to be absent and provide a reason for the absence.

- Notify the University of the reason for any unforeseen absence as soon as practically possible.

- Make arrangements to catch-up with classes and learning activities missed by their absence.

3.3 Attendance will be monitored for all scheduled Learning and Teaching activities within the student personal teaching timetable.

3.4 It is the student's responsibility to record their own attendance at each of the scheduled Learning and Teaching activities that they attend. Failure to register their attendance will be recorded as non-attendance at the activity.

3.5 Students are expected to attend each of their Learning and Teaching activities at the date, time and location defined in their personal teaching timetable.

3.6 The University will engage with students weekly where there they exceed a defined level of non-attendance or there is a persistent pattern of non-attendance; regardless of whether the student has notified the University of an actual or planned absence. The University also recognises that students are independent adult learners who may be able to succeed in their programme notwithstanding some absence from scheduled learning and teaching or placement activities.
3.7 The University will implement common trigger points to support a consistent approach to inform student engagement. These trigger points will be supplemented to support Professional Statutory Regulatory Body (PSRB) requirements as appropriate; e.g., where an accrediting body specifies a minimum level of attendance. Proposed additional trigger points to support PSRB requirements will be subject approval by the Education Committee.

3.8 Student and Library Services will implement procedures for identifying and contacting students in a timely manner where any of the following trigger points have been met:

1) Students have missed 1, 2 or 3 entire consecutive calendar weeks of scheduled Learning and Teaching activity (to meet UKVI requirement for a defined, specific and expected point of contact as well as Duty of Care requirement) and/or;

2) The percentage of actual attendance against expected overall Programme attendance drops below certain thresholds at key times, i.e.
   - Teaching week 3 (cumulative teaching weeks 1 – 2) <10%
   - Teaching week 5 (cumulative teaching weeks 1 - 4) <50%
   - Teaching week 9 (cumulative teaching weeks 1 – 8) <50%

3.9 As outlined in Section 1, Northumbria takes a proactive and positive approach to supporting and improving student attendance. However, in the minority of cases where Student and Library Services intervention does not result in improved attendance or engagement, or where realistic opportunities for a change of circumstances have not been followed up by the student, the University reserves the right to withdraw students who are no longer engaging in academic study. This is undertaken in accordance with the Handbook of Student Regulations Unsatisfactory Academic Progress Procedures2. Student attendance monitoring data will inform this procedure.

3.10 Students are expected to regularly check their University email account and the Student Portal for communications from the University regarding their attendance and respond as requested. SLS staff may also communicate with students via telephone, including SMS, and in writing where appropriate. In certain circumstances, SLS staff may pause automated correspondence with a student to support engagement that is suitably tailored to their personal circumstances.

3.11 Failure to engage with or respond to contact from the University, made in accordance with section 4.7 above, may be deemed to contribute to unsatisfactory academic progress.

3.12 If a student is withdrawn from their Programme, the University will inform the relevant external stakeholders in a timely manner. External stakeholders may include, but are not limited to; UK Visas and Immigration (UKVI), Student Finance England (SFE) and the appropriate Professional Statutory and Regulatory Bodies.

3.13 Student and Library Services will implement mechanisms to formally report on the oversight and management of attendance monitoring to Faculty Executive or another appropriate forum.

3.14 Student and Library Services will prepare an overview annual report on the oversight and management of attendance monitoring to Faculty Executive or another appropriate forum.

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2 Section 8: Withdrawal of a Student for Unsatisfactory Academic Progress
4 Recording of student attendance

4.1 Students are expected to record their own attendance upon arrival at each of their scheduled Learning and Teaching activities.

4.2 Students will be able to record their own attendance using their University smartcard in timetabled Learning and Teaching space on campus. Students will also be able to record their attendance online for the following reasons, provided it is done on the same day that the activity took place:

- To enable students to record their attendance at specialist Learning and Teaching space on campus where there is no smartcard reader.
- To enable students who have attended scheduled Learning and Teaching activity to record their attendance due to the following valid/exceptional circumstances:
  - Forgot smartcard
  - Lost smartcard
  - Forgot to register
  - No smartcard reader in room
  - Smartcard reader not working
- To facilitate attendance monitoring and follow up procedures based on complete data.

4.3 Student and Library Services will perform weekly monitoring of student use of online recording of attendance and will contact the student about this if appropriate. If a student has been registering attendance online without a valid reason for doing so then Student and Library Services and the student’s Faculty may jointly decide to withdraw this facility from the student on a temporary or permanent basis.

4.4 In accordance with University Principles and Policy for Teaching Timetables, room bookings for Learning and Teaching activities will normally commence on the hour and finish ten minutes to the hour to allow for travel time and room preparation. Consequently, students may record their attendance up to a maximum of 9 minutes prior to the scheduled start time of an activity in order for attendance to be registered. If a student has registered that they arrived at an activity more than 15 minutes after the scheduled start time this will still be counted as attendance but will be recorded as ‘Late Attendance’.

4.5 If a student has registered their attendance a Learning and Teaching activity without having actually attended, or has registered their attendance at a Learning and Teaching and then left the activity early, Student and Library Services will mark the student as being absent from that activity where this is requested by the Faculty.

4.6 The University will take appropriate and timely action to help ensure that expected and actual attendance information is accurate, where this would otherwise be inaccurate due to the following circumstances that are outside of the student’s control:

- A significant IT systems issue, resulting in the student being unable to register their attendance via any approved method (in class or online).
- An exceptional event, resulting in a decision by the University to suspend attendance monitoring, e.g. severe weather.
- Learning and Teaching activity that did not take place at the scheduled date, time and location and where the student personal teaching timetable was not updated in advance of the event.
5  Absence

5.1 Students will be encouraged to inform the University if they are absent, or planning to be absent, from their scheduled Learning and Teaching activities to facilitate pastoral support, and provide a basis for meeting the legal requirements of the Home Office for Tier 4.

5.2 Students will be able to submit a notification of absence online. If for any reason students cannot submit online, they can contact Ask4Help.

5.3 All absence, whether notified by students or recorded as a result of not registering their attendance at their timetabled activities, will be treated as absence. The record of absence will inform appropriate follow up contact and support from the University.

5.4 Students will be able to view their notifications of absence online along with details of their expected and actual attendance. This information will also be available to view online by Faculty Academic staff and Professional Support Staff who have a legitimate interest in this information.

6  Exceptions

6.1 The policy recognises a number of exceptional circumstances. The following guidance is provided in relation to exceptions.

6.2 The University will undertake a weekly check to identify any Taught Students (Undergraduate and Postgraduate) that are attending Learning and Teaching activities on campus who do not have a personal electronic teaching timetable. Where this is identified:

- Academic Registry will liaise with the relevant Faculty to identify and agree the information needed to provide the student with a personal electronic teaching timetable, where appropriate in accordance with University Principles and Policy for Teaching Timetables, and;
- Student and Library Services and the student’s Faculty will agree appropriate attendance monitoring arrangements and implement these until the student is provided with an electronic personal teaching timetable to enable normal monitoring arrangements to be used.

6.3 In cases where students may be away from the University as part of their degree programme (e.g. work placement, distance learners, students with extensions for study, project research, study abroad), student attendance must be systematically monitored using alternate mechanisms e.g. via the following types of engagement:

- Emails and phone calls to and from the Student Progress team/personal tutor/work placement coordinator/study abroad co-ordinator.
- Electronic submission of work.
- Engagement with electronic learning portal.

6.4 When students are on placement, it is the student’s responsibility to inform the Placement Team and their placement provider if they are unable to attend their placement. It is also usual practice for placement providers to inform the Faculty placement coordinator of a student’s absence. Students on work placement will be monitored both by the University and by the placement provider who is required to notify the University of any unexplained absence. Contracts with placement providers shall reflect this expectation.

6.5 Outgoing study abroad students should expect contact with their Personal Tutor at least twice a year if away from the University for a full year, or once if abroad for just one term. Hosting
Faculties will be responsible for monitoring the attendance of incoming study abroad students.

6.6 Distance Learning students are expected to engage with all scheduled Learning and Teaching activities. Whilst engagement requirements and trigger thresholds for intervention can be adopted dependant on the nature of the specific programme, monitoring of student engagement would normally be via the electronic learning portal.

6.7 The attendance of students participating in field work will be monitored by the fieldwork leader and any absence followed up through the briefings and progress meetings that students undertake as part of the normal activity.

6.8 Visiting students studying at the University for under 6 months do not fall within this policy.

7 Postgraduate Research students

7.1 Introduction

7.1.1 For postgraduate research students, failure to attend and/or absence without permission can result in serious consequences for the student through the Unsatisfactory Academic Progress Procedures given in Annex 1 of the University Handbook of Student Regulations (Research Programmes).

7.1.2 The following guidance is intended to give staff greater clarity in relation to the University’s expectations of an effective attendance monitoring process for Postgraduate Research students, and to provide a co-ordinated response to the Home Office’s reporting requirements.

7.2 Attendance Monitoring

7.2.1 The attendance of all Postgraduate Research students must be monitored by the home Faculty.

7.2.2 Attendance of each student at the University, whether Home/EC or International is formally monitored and recorded at monthly supervision meetings between the student and their Principal Supervisor. Meetings may be face to face, or exceptionally via a virtual equivalent, such as a telephone or Skype meeting. Students and Supervisors share responsibility for maintaining contact. At the conclusion of each monthly meeting, and as part of their academic and personal development, each student completes an on-line Supervision Meeting Record Form within e:vision and submits it to their Principal Supervisor in a timely manner.

7.2.3 For International students based at the University Campus, the completed monthly supervision record forms part of the attendance monitoring process for international students, as required by the Home Office. Where an International student fails to complete their monthly report, the University may report this absence to the UK Visa and Immigration as ‘non-attendance’ at the University. Faculties confirm to Graduate School Committee that contact between student and supervisor has been maintained at the appropriate level.

7.2.4 Faculties must have in place procedures for contacting students:

a) Who have failed to attend monthly supervision meetings on two consecutive or;

b) Where there is a pattern of absence which is affecting the student’s work, or causing concerns for the student’s wellbeing.

7.2.5 Procedures related to Annex 1 of the University’s Handbook of Student Regulations (Research Programmes) should involve the Principal Supervisor and Faculty Research
Degrees Sub-Committee. The standard University procedure for Postgraduate Research Students is detailed in Appendix 2.

7.2.6 Failure to engage with an initial contact from the University regarding attendance should be considered, at the discretion of the Faculty, as part of the Unsatisfactory Academic Progress Procedures.

8 Access to Attendance Information and Data Privacy

8.1 The University will collect student data for attending scheduled activities/events as outlined in the Programmes offered through the University's Faculties. This Policy forms part of the University Learning and Teaching contract (as set out in the Handbook of Student Regulations³) and by enrolling at the University, students agreed to the University processing their data under the legal basis ‘processing is necessary for the performance of a contract’.

8.2 Limited processing of special category data relating to sickness may be required under this policy to prevent unnecessary correspondence being sent to them in relation to non-attendance of Programme events/activities, and consenting to the University collecting and analysing data for Reasons for Absence. Students will be consenting to processing of this data upon submission of such information.

8.3 Further processing of data for management reporting which does not affect the student may be permitted under ‘Legitimate Interests’.

8.4 All student information is retained in accordance with University retention policy and communicated via the Student Privacy Notice.⁴

9 Equality and Diversity

9.1 In line with the University’s policy on Equality and Diversity, the University will make every effort to accommodate the needs of disabled staff and students for attendance monitoring purposes.

9.2 Disabled students must make their needs known to the University Disability Support Team who, in conjunction with the Student Progress Team, will ensure that the requirements of disabled students requiring reasonable adjustments are communicated promptly to the Central Timetabling Team and Faculty staff with attendance monitoring responsibilities.

9.3 Disabled staff should make their needs known in line with the Disability Disclosure and Reasonable Adjustment Procedure in order that required adjustments can be considered.

9.4 The University understands that there may be times when a student is unable to attend a lecture or seminar due to religious observance. Where this is the case students, should contact Ask4Help at any Student Central location in advance to explore whether alternative arrangements can be made to maintain the student learning experience and comply with attendance monitoring requirements.


10 Sources of Support and Guidance

10.1 The Student Progress Team offers specialist support and advice with technical issues surrounding attendance monitoring and can provide advice to academic staff on the implementation of the University’s attendance monitoring policy.

10.2 The Student Support and Wellbeing Team is able to offer advice on the support of students and specialist advice on attendance issues surrounding international students.

10.3 Postgraduate Research Support Teams will offer specialist support and advice concerning postgraduate research students.
Appendix A – Data to be captured to support attendance monitoring for Taught students

A.1 Student attendance
A.1.1 The following data will be captured when a student registers their attendance at Learning and Teaching via a wall mounted smartcard reader or online:

- Student ID
- Activity location
- Activity date
- Time attended from
- Module

A.2 Student absence notification
A.2.1 The following data will be captured when submitting a notification of student absence from Learning and Teaching activities, whether submitted online or via Ask4Help:

- Student ID
- Absence reason
- Date absent from
- Date absent to (1)
- Date and Time absence notification received
- Absence submitted by (2)

Notes:

(1) Whilst recognising that an absence may exceed 7 calendar days, and/or that the final day of absence may not be known at the time of submitting the notification, an absent From and To date must be entered to avoid open ended absence notifications and to help inform weekly monitoring arrangements.

(2) If different from the Student ID to which the absence notification relates. It will be confirmed prior to implementation of this policy whether there is a need for this data item to be captured (i.e. as there may be a business requirement to enable staff to record student absence in exceptional circumstances).
Appendix B – Programmes with specified attendance standards

B.1 Programmes with specific attendance standards defined by Professional, Statutory and Regulatory Bodies are shown below.

**Bar Professional Training Course (BPTC)**
- Bar professional training course – PG Dip
- M-Law (Exempting) and MLaw (Exempting BPTC)

**Solicitors Regulation Authority (SRA)**
- Graduate Diploma in Law
- LLB (Hons) Part Time and Open learning
- LLB (Hons)
- LLB (Hons) Law with International Business
- LLB (Hons) Law with Business
- Legal Practice Course Full Time and Part Time
- M Law (Exempting)

**Nursing and Midwifery Council (NMC)**
- BSc (Hons) Nursing (All Branches) - both Undergraduate and Postgraduate
- BSc (Hons) Midwifery - both Undergraduate and Postgraduate

**Health Care Professional Council (HCPC), the Chartered Society of Physiotherapy (CSP) and the Royal College of Occupational Therapy (RCOT)**
- BSc/MSc Physiotherapy
- BSc/MSc Occupational Therapy
- Diploma Operation Department Practice
- BSc/MSc Social Work

**The Office for Standards in Education (OFSTED)**
- ITE Provision - both Undergraduate and Postgraduate
### Appendix C – Glossary of Terms

C.1 The table below describes the meaning of terms commonly used within this policy.

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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| **Expected attendance**                            | For Learning and Teaching activities, expected attendance is defined as all scheduled Learning and Teaching activities in the student’s personal Teaching timetable.  
For Placement activities, expected attendance will be defined in the Placement schedule agreed in advance between the student and their Placement provider. |
| **Learning and Teaching activities**               | Any learning and teaching session expected to be delivered as part the Module or Programme in a Semester. For example; lectures, seminars and workshops.  
Learning and teaching activities for a Programme will typically be scheduled on any day between Monday and Friday (excluding Public and University holidays).  
For some specified Programmes, learning and teaching activities may be scheduled on any day between Monday and Saturday (excluding Public and University holidays). |
| **Learning activities for postgraduate research programmes** | For students on postgraduate research programmes (PhD, MPhil, Professional Doctorate research component) learning activities are defined as formal monthly supervision meetings. For further details, please refer to the Northumbria University [PGR Code of Practice](#). |
| **Placement activities**                           | Any designated placement activities, whether undertaken on or off campus, which form part of a student’s chosen Programme whilst enrolled at the University. |
| **Additional activities**                          | Activities which may influence student attendance and success but will not be counted towards the Student attendance record, e.g.  
• Personal tutoring  
• Field Trips.  
• Attendance at ad hoc events arranged by the University such as career fairs.  
• Self-managed time in workshops, laboratories or clinics.  
• Optional activities outside of a module/programme. |
| **Notified Absence**                               | Notification by a student to that they are absent, or planning to be absent, via an agreed University process. |
| **Late Attendance**                                | Attendance at a scheduled Learning and Teaching activity an activity where the student has registered the time of their arrival as being more than 15 minutes after the scheduled start time for the activity. |
Appendix D – Transition Support

The proposed changes to the Attendance Monitoring Policy and changes to practice for 2019/20 will flag non-attending students much more quickly and accurately than historic systems. The combination of ‘full saturation’ attendance data overlaid with VLE activity and Library engagement provides a clear picture of students whose attendance suggests serious cause for concern at a very early stage and will be identifiable immediately for personalised support via case management. From a Duty of Care perspective this is a huge improvement upon the current process, which can take around 6 weeks or longer.

A small subset of students enrol but do not attend or engage at all from the start of their academic year. In such cases, the following case management process will apply. The focus is on providing personalised support so that the student can begin to engage with their studies and ‘get back on track’. SPT will work collaboratively with colleagues in SLS and programme leaders/personal tutors to resolve barriers to engagement.

Proposed Case Management (SPT):

- Student is telephoned, emailed at University and personal email address, and sent a letter to contact and home address asking to get in touch with SPT. Further telephone contact will be made if written communication is not responded to.
- If student responds, they will be signposted to appropriate support (Academic or Pastoral) in line with Attendance Monitoring practice, support includes but is not limited to:
  - Academic Guidance (Programme Leader, Module Tutor or Guidance Tutor for example, Study Skills);
  - Student Life and Wellbeing support (Welfare and Health, Financial, International, Disability and Dyslexia Support, Counselling and Mental Health, Chaplaincy and Faith Advice);
  - Change of Circumstances (CHoC) Portal;
  - Personal Extenuating Circumstances (PEC) process or Late Approval process;
- If the student does not respond, despite the support as described above, and the following conditions are met, the student will be deemed to be ‘presumed withdrawn’:
  - Student has missed 3 consecutive weeks of scheduled, monitored activity (confirmed by SPT);
  - Student has not responded to Attendance Monitoring contact made by SPT during this time (including letter and telephone calls as part of Case Management);
  - Student has not initiated a Change of Circumstances (CHoC) request in the current Academic Year;
  - Student has not submitted a Personal Extenuating Circumstances (PEC) claim in the current Academic Year;
  - Student has not engaged with assessments in the current academic year;
  - Current Programme Leader and Module Tutors given opportunity (1 week) to confirm any recent contact or circumstances;
  - Student is not known to Student Support and Wellbeing such that extenuating circumstances could be inferred.

Notwithstanding the importance of retaining students, where all attempts to get a student back on track have been exhausted, we have an obligation to inform various partner organisations about that student’s correct status. Students remaining enrolled when not engaging may be falsely claiming Student Loan Payments, Maintenance Loans, Scholarships and Bursaries and Council Tax benefit. Until a student’s status is changed,
confirmation of enrolment to Student Finance England is assumed. It is also critical that we provide timely information to UKVI in relation to Tier 4 students’ status.

Current University regulations do not allow for ‘presumed withdrawal’ but could be included within Section 8 of the Handbook of Student Regulations (Requirement to Withdraw a Student due to Unsatisfactory Academic Progress). Appropriate and responsible implementation of this approach would have a number of benefits:

- Ensure that a robust and positive process is in place to re-engage students who are not attending or engaging at the outset of their programme
- Minimise the financial liability for those students who ultimately choose not to re-engage and wish to leave the University
- Ensure that the University meets its obligations in respect of key partners such as SFE and UKVI
- Allows the Student Progress Team to focus on students who wish to re-engage
Appendix E - Document History

D.1 Approvals

This document requires the following approvals:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date approved</th>
<th>Version Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Peter Francis</td>
<td>Deputy Vice-Chancellor, Vice-Chancellor's Office</td>
<td>20/06/19</td>
<td>0.11</td>
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<tr>
<td>Education Committee</td>
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