

Student Attendance and Engagement Policy: UG and PGT

August 2021

1. Purpose

We know that one of the key factors in student success is attendance at scheduled teaching events, and active engagement with the full range of learning environments and resources. The University is committed to supporting students to achieve their full potential and this Policy sets out our expectations of you in relation to engaging with your studies, and the steps we will take to provide additional support where it becomes apparent you might benefit from such support. It also outlines the steps we may need to take if your attendance and engagement falls below acceptable standards without good cause.

2. Scope

This Policy applies to all students who are undertaking a taught programme of study that is awarded and delivered by Lancaster University. It does not apply to students who are studying towards an award of the University that is delivered by a partner institution, except where it is expressly stated in that institution's regulations that this Policy is applicable.

3. Student Responsibilities

The University expects all students will:

- Attend and actively engage with all timetabled teaching events (lectures, seminars, workshops, laboratory sessions etc.), whether they are delivered online or in person;
- Participate in learning activities outside of timetabled events, as guided by your tutors (including but not limited to reading/reviewing materials available through the VLE, preparing for timetabled events, undertaking practical exercises);
- Prepare for and attend/submit all assessments;
- Engage with the University Library's resources, digitally and/or physically, and with the virtual learning environments (e.g. Moodle) as directed by your tutors;
- Inform the University as soon as possible if you are unable to engage with your studies or attend a scheduled event (see section 5 below).

4. Student Data

The University collects individual student data and datasets that cover groups of students (e.g. cohorts, programmes, levels of study). We are legally required to collect information about the attendance and engagement of international students on behalf of the UK Visas and Immigration authority, and about students on certain programmes that are accredited or funded by one or more professional, statutory or regulatory body (PSRB).

We collect data about student attendance and engagement including:

- Attendance at timetabled classes (online or in-person)
- Submission of assessments
- Accessing digital resources available via the University Library
- Engagement with the virtual learning environment(s)

In accordance with our [Student Privacy Notice](#), we use the data we collect to:

- Comply with our reporting obligations to external agencies (UKVI, Student Finance England etc.) and
- Identify opportunities to support students, at the point of need, through provision of additional education and wellbeing services.

5. Identifying levels of engagement that are cause for concern

Programmes of study at Lancaster University differ from each other in their pedagogic approach and, in some cases, are subject to PSRB requirements that stipulate acceptable levels of attendance/engagement. It would therefore be inappropriate to set a single threshold to define normal levels of student engagement.

Academic departments are responsible for monitoring the engagement levels of students on their programmes of study, and for determining what might constitute a cause for concern in terms of attendance and engagement, based on the norms for their discipline area. Your department will inform you about their expectations for attendance and engagement and the monitoring they will undertake. Triggers for concern from that monitoring might typically include one or more of the following:

- No attendance at any timetabled sessions over the previous 7-10 days
- No engagement with the VLE over the previous 10 days or more
- Non-submission of the summative assessments due within any given week
- Non-engagement with project/dissertation supervisor over the previous 4 weeks
- Failure to respond to communications from your department checking on your wellbeing (those communications could be via a range of media e.g. email, a Moodle noticeboard, Connect Lancaster/iLancaster)
- Non-attendance at key programme/module activities (as defined by the department/programme team)
- Sporadic patterns of engagement over a period of more than 2 weeks

6. Unable to Engage

If you experience circumstances that make it difficult for you to attend scheduled events and/or fully engage with your studies, you must inform the University as soon as possible. You can do that through the [Student Portal](#) or through [iLancaster](#).

Once informed, we will work with you to identify any additional educational and/or wellbeing support that can be put in place to help you re-engage as soon as possible. Where appropriate, we will also work with you to identify and agree any remedial action required to make-up for missed studies, or to explore alternatives such as a temporary break from study ('intercalation').

Where the University determines that your engagement has fallen below acceptable levels without good cause, it may refer you to Standing Academic Committee (SAC). SAC is responsible for consideration of academic misconduct, including failure to engage with your studies, and has the authority to impose penalties on students including temporary or even permanent exclusion. You should therefore inform the University as soon as possible if you are unable to attend and/or fully engage with your studies, in order that we can support you.

Policy approved by ASQC: 22nd July 2021