Attendance and Engagement Policy

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Version	Purpose/Change	Date
1	Creation of Policy	June 2023
2	Revised	July 2024
3	Link updated. Temporary Suspension of Studies replaced with Interruption of Studies. Contents added. Formatting updated.	July 2025
4	Section 3 extended to detail arrangements for attendance monitoring of the wider student experience.	August 2025

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Attendance and Engagement Policy

1. Policy Statement

1.1 The Policy has been developed to provide a University wide approach to the monitoring of student attendance at key teaching and learning activities with a view to enhancing student engagement and supporting the student's overall achievement and successful completion of their studies.

1.2 The Policy is designed to be supportive, and interventions will be implemented at various points of the student journey where a student is identified as not attending and/or engaging and is at risk of falling below the specified attendance requirement (refer Section 4).

1.3 The Policy applies to all full-time, undergraduate and postgraduate taught students enrolled on campus-based courses.

1.4 The Policy meets the University's attendance and monitoring obligations for international students as required by the UK Visa and Immigration (UKVI) (also refer Regulations A3-Sections 2, 3 and 4) and international students should refer to the Moodle Visa and Immigration Student Advice pages for further details.

1.5 The expectation is that students will attend all timetabled teaching and learning activities, engage with relevant activities and undertake assessments.

1.6 It is recognised that a student may exceptionally be unable to attend all timetabled activities. In such circumstances, students are encouraged to use the processes for recording absences as detailed in Section 5 of the Policy.

1.7 Where a student has circumstances impacting on their ability to prepare for, or undertake, an assessment then the University's Fit to Sit Policy should be used.

1.8 In the event a student has circumstances impacting their ability to continue with their studies then an authorised Interruption of Studies may be appropriate.

1.9 Any exceptions to the Policy as a result of professional, statutory and/or regulatory body (PSRB) requirements shall require approval by the Dean and shall be detailed in the relevant Course Specification.

1.10 Any variations to the attendance requirements as a result of a disability shall be approved on an individual basis in liaison with the School and Inclusion Centre.

1.11 Exceptionally, and in accordance with Regulation A4, paragraph 9.3, an Assessment Board may require a student to 'repeat the whole or part of a course before being re-assessed'. Where the subsequent attendance is deemed to be unsatisfactory then any further re-attendance and re-assessment opportunities may be withdrawn by Academic Council. The Attendance and Engagement Policy shall be applied to monitor such attendance.

2. Definition of Attendance and Engagement

2.1 The University defines attendance and engagement as attending timetabled teaching and learning activities and engaging with relevant activities, including accessing resources on Moodle.

2.2 As detailed in Section 1.5, the expectation is that students will attend *all* timetabled teaching and learning activities, engage with relevant activities and undertake assessments. In support of student attendance and engagement, Schools will identify a number of checkpoint teaching and learning activities per teaching week during which student attendance will be monitored. As a very minimum, students will be required to attend three checkpoints per teaching week or 70% of identified timetabled teaching and learning activities. Any exceptions to the minimum of three checkpoints or 70% threshold for PSRB

purposes shall be reflected in the relevant Course Specification (refer Section 1.9 above).

2.3 For the purposes of this Policy, the following are **examples** of key teaching and learning checkpoint activities at which attendance may be monitored:

Activity and Checkpoint	In-person	Online
Meeting with Personal Tutor	✓	✓
Submission of Summative Assessment	✓	✓
Lecture	✓	✓
Seminar	✓	✓
Tutorial	✓	✓
Project supervision	✓	✓
Demonstration or Presentation	✓	✓
Practical classes, laboratories and workshops, including simulation	✓	✓
Supervised time in studio/workshop, Including simulation	✓	✓
Fieldwork	✓	✓
External visits	✓	✓

2.4 Please note that this list is not exhaustive, and Schools shall provide students with the detail of the particular checkpoints or identified timetabled teaching and learning activities which, for the purposes of this Policy, form the definition of attendance and engagement relevant to their course and as reflected in the student timetable. These shall normally be detailed within the Student Handbook.

2.5 Exceptionally, where a student has an assessment(s) to undertake in a particular semester (excluding nominated resit periods where no timetabled classes for

module(s) are provided) but has no timetabled classes to attend for that particular module(s), i.e. the student has exhausted the maximum permitted number of opportunities to attend, then the University shall provide a minimum of one checkpoint every 25 calendar days for the module(s) being assessed in that particular Semester. Checkpoints may be offered in-person or online and where the cohort includes students studying under an international student visa, checkpoints must be available in person for those students in order to meet UKVI requirements. Schools will identify those checkpoints and student attendance will be monitored accordingly. Where a student is identified as missing a checkpoint and/or not attending and/or at risk of falling below the minimum 25 calendar days checkpoint requirement then an intervention communication(s) will be issued to the student in accordance with Section 4 of the Policy.

3. Recording and Monitoring of Attendance and Engagement

3.1 Students shall be required to record their attendance in accordance with the requirements of the course and the University approved mechanisms.

3.2 Students shall only record their own attendance and not that of their peers. In the event there are any concerns regarding inappropriate recording, for example recording other students' attendance or false reporting by a student of their own attendance, then this will be considered in accordance with the University's Student Conduct Procedure (Regulation A3 - Section 2) and/or Student Fitness to Practise Procedure (Regulation A3 – Section 3).

3.3 Students are expected to be punctual and attend for the duration of the teaching activity. Any student arriving later than **20 minutes** after the commencement of the teaching activity shall normally be recorded as absent and may be refused entry to the class.

3.4 As part of the monitoring process Schools will consider weekly reports on attendance for each student. Where a student is identified as missing a checkpoint and/or not attending and/or at risk of falling below the minimum threshold for attendance then an intervention communication(s) will be issued to the student in accordance with Section 4.

3.5 As part of the monitoring process Schools may consider attendance and engagement information from a range of data sources including, for example, data drawn from the University attendance monitoring system, student records system, and Virtual Learning Environment (VLE) and integrated learning technologies. Data will be managed in accordance with the Data Protection Act (2018) and the use of data will be highlighted to students.

3.6 To support the attendance and engagement of students throughout the broader elements of the student experience, the following arrangements are in place:

3.6.1 Students undertaking Placement are required to act in accordance with the relevant School 'Placement Monitoring Procedures' which specify the responsibilities of Students, Placement Providers, and the School.

3.6.2 Students undertaking Study Abroad are required to act in accordance with the relevant School 'Study Abroad Monitoring Procedures' which specify the responsibilities of Students, Study Abroad Partners, and the School.

3.6.3 Students acting as a Student Union Sabbatical Officer are employed by Robert Gordon University Student's Union and as such are included within employer monitoring mechanisms which track workplace attendance and engagement via regular meeting with both Union and University Senior Management.

4. Intervention Communications

4.1 The University shall operate a three-stage intervention process which is designed to support the student's attendance and re-engagement with the course. The three stages are as follows:

4.2 Stage 1

4.2.1 Where a student:

4.2.1.1 has missed a checkpoint in any one week; and/or

4.2.1.2 is at risk of failing to meet the overall attendance threshold for the course; and/or

4.2.1.3 where there are concerns regarding engagement

4.2.1.4 then a communication shall be issued from their Course Leader, or nominee. This communication shall highlight to the student the importance of attendance and its correlation to success, the availability of relevant support and resources and inviting them to make an appointment to meet with the Module Coordinator, Personal Tutor or other designated staff member(s).

4.3 Stage 2

4.3.1 Where, following the Stage 1 communication, the student continues not to attend and/or does not engage with the Module Coordinator, Personal Tutor or other designated staff member(s) then a further communication shall be issued from the Course Leader, or nominee, inviting them to meet with them.

4.3.2 The purpose of this meeting will be to discuss the circumstances impacting the student's attendance and to identify relevant support, where appropriate, to facilitate attendance.

4.4 Stage 3

4.4.1 Where, following the Stage 2 communication, the student continues not to attend and/or does not engage with the Stage 2 meeting then a further communication shall be issued to the student inviting them to meet with the Dean, or nominee, and advising that if the student fails to attend the meeting then it will be assumed that the student has elected to withdraw from the course and their withdrawal will be processed in accordance with the University's standard procedures (also refer paragraph 4.3).

4.4.2 The purpose of this meeting will be to discuss the circumstances impacting the student's attendance and to identify relevant support, where appropriate, to facilitate attendance.

4.4.3 The timings of these interventions shall be determined by the School Academic Board and will take cognisance of the teaching and learning activities and structure of the particular course.

4.4.4 In accordance with the University's sponsorship requirements, non-attending international students who hold student visas will be reported to UKVI (also refer Regulations A3 - Sections 2) and the student sponsorship will be cancelled.

4.4.5 Where appropriate, the Dean may invoke Regulation A3-Section 3: Student Fitness to Practise Procedure or A3-Section 4: Student Fitness to Study Procedure.

4.4.6 Note: There is no appeal process against the withdrawal from the course as the student has effectively withdrawn themselves as a result of non-attendance. In the event a student wishes to re-apply to the course at a later date then they can do so in accordance with Regulation A2, paragraph 10, Re-admission. The terms of any such re-admission shall be at the discretion of the University.

5. Non-Attendance

5.1 Students who have reason for non-attendance at a timetabled teaching and learning activity should record their absence via the Student Absence Portal in MyRGU (refer guidance at: Your Attendance | RGU).

5.2 Any student (normally with the exception of those detailed under Section 1.10 and Section 5.1) who fails to meet the minimum threshold for attendance for their course will be issued with an intervention communication (refer Section 4) with a view to supporting the student's attendance and re-engagement with the course.

6. Resources and Further Information

6.1 Academic Regulations, including:

- 6.1.1 A3-Section 2: Student Conduct Procedure
- 6.1.2 A3-Section 3: Student Fitness to Practise Procedure
- 6.1.3 A3-Section 4: Student Fitness to Study Procedure
- 6.1.4 Attendr app
- 6.1.5 Fit to Sit Policy
- 6.1.6 Inclusion Centre
- 6.1.7 International Students: Visa and Immigration Student Advice
- 6.1.8 Student Absence Portal
- 6.1.9 Student Pregnancy and Parenting or Caring Responsibilities Policy

7. Review

7.1 This Policy will be reviewed every three years or as required.