

ACADEMIC ENGAGEMENT POLICY

Date	Purpose of Issue/ Description of Change	Equality Impact Assessment Completed
8 th September 2019	Change to missed sessions for Staged escalation	
March 2021	Merged both the Home/EU and International Engagement Policy	
April 2022	Reviewed and updated the Policy in line with administrative changes made during 2021/22	
September 2022	Minor changes and the inclusion of a Flow Chart and Map	
Summer 2023	Review of Stages	

Policy Officer	Senior Responsible Officer	Approved By	Date
Lynne Hughes	Sue Peet	Kevin Mundy (Chair) of UKVI Compliance Group	

This Policy will be reviewed annually

Attendance and Engagement Monitoring Policy

1. Introduction and Remit

Bangor University (BU) is committed to excellence in education, and to supporting progression and achievement of students. We therefore expect all our students to engage with their studies by attending lectures and other teaching events, submitting assessed work, and sitting scheduled exams.

Regular monitoring of student attendance allows BU to identify students who are in need of guidance and/or support and to direct them to the most appropriate department or service within BU. This Procedure sets out how any concerns in relation to these matters will be followed up for those students.

This Policy outlines the processes in place for monitoring the attendance/engagement of **all** students studying at Bangor University including those in the Bangor University International College. It aims to ensure compliance, where appropriate, with both the Home Office and Student Loan Company regulations (as well as those of other sponsors/funding agencies) and to assist the University in meeting its responsibilities in relation to engagement/attendance. This Policy is in addition to the processes already in place to monitor the attendance of all students.

2. Policy Statements

A. Undergraduate (UG) and Taught Postgraduate (PGT) Students

All UG and PGT students' attendance at lectures will be monitored throughout the academic year. Attendance at a lecture and contact with the student's tutor and /or supervisor will be seen as a contact point (see Section 4. below) per event.

PGT students who have progressed to the final stage of the programme will need to maintain contact with their supervisors on a regular basis, and attendance and progression must be noted on MyBangor by the Supervisor.

All students are subject to this Engagement Monitoring Policy whilst they are registered with the University.

In order for students to fully comply with the Policy, the University expects students to live within a reasonable proximity to the Sponsor. The University defines 'within a reasonable proximity to the Sponsor' as a commutable distance from the University, normally of no more than one hour. This enables the student to make in-person attendance practical and allows for sufficient engagement with the Sponsor to allow the University to monitor and ensure compliance with our Engagement Policy, for the duration of your course. The location of where a student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

Appendix 3 gives an indication of what is drivable within one hour of the campus.

The Monitoring and Immigration Team will monitor the attendance/engagement records of all UG and PGT students.

B. Students on Work Placement / Study Abroad

It is a requirement that all students on placements must also be monitored for engagement. Absences from Bangor for academic purposes (e.g. fieldwork, conferences, placements, study abroad etc.) must be approved by the students' personal tutor/supervisor *before* submitting a Notice of Absence form via MyBangor.

The University requires the student to ensure that their contact details (e.g. term time address and contact telephone number) are kept up to date on MyBangor for the duration of their studies and especially during their absence from Bangor, together with the dates of departure and return. Contact between the University and student during this time must occur at least once per calendar month by meeting online, email or telephone for all students.

C. Researchers on Postgraduate Research Programmes (PGR)

All full-time researchers on PGR programmes are expected to have contact with their supervisor every 2 weeks either by meeting online, face to face, email or telephone. In addition, full-time PGR researchers are expected to attend at least one face to face supervisor meeting each month.

The nature of a postgraduate research degree means that supervision and contact is often conducted via a 1-1 or small group (e.g., lab group, seminar group) approach. The individualised nature of research degrees necessitates a different approach to monitoring engagement. It is vital for PGRs to have regular contact with the supervisor to assess progress and provide support. The precise nature and frequency of supervision should be needs based and in line with what is the benchmark for the discipline, and agreed upon by the supervisor and researcher (and also other members of the supervisory committee if required).

Where a meeting cannot be arranged, an alternative contact method must be used in its place. The meetings, and all other alternative contact points, must enable the Supervisor to confirm that the PGR Researcher is committed to their programme of study and is supported and progressing appropriately. It is recommended that contact points between PGR researchers and supervisors are recorded via an appropriate mechanism to serve as a record of supervision. However, in order to meet UK Home Office requirement, all contact points between supervisors and those PGR researchers who are studying on a Student Study Visa **must be recorded in MyBangor every two weeks**.

3. Monitoring and Escalation

[a] UG and PGT Students

The Monitoring and Immigration Team will monitor the attendance of all students and will implement the Escalation Procedure attached as Appendix 1.

UG and PGT students included in this Policy are expected to attend **ALL** their lectures, tutorials or seminars and any other timetabled event within any given day of the academic year. For the purposes of attendance monitoring a student at BU triggers an intervention if they miss 3,5, 8 or eventually 15 consecutive contact points (where one contact point is equal to one day where attendance / engagement has been noted), or where there is demonstrable pattern of non-attendance is sufficient to raise concerns. These are Stages 1 to 4 of the Engagement Policy (see Appendix 1).

In cases where there has been no engagement/attendance for at least 60 days and none of the previous emails have been responded to then a Visa Withdrawal Notice will be sent.

[b] Bangor University International College (BUIC) Students

The escalation process for BUIC students differs slightly from the University's Stages and can be found in Appendix 2 of this document.

[c] Work Placement / Study Abroad

Students who are on work placement or study abroad are included in this Policy, and are required to ensure they attend at least one formal supervision session each month, or have contact with their School at least

once a month. It is the Supervisor/School's responsibility to ensure that these contacts are made, and that they are recorded on MyBangor.

For the purposes of attendance/engagement monitoring, a student in this category triggers an intervention if they miss one expected contact point. The School should ensure that they contact the student promptly to discuss any problems they may be experiencing. The School should also inform the Monitoring Officer of the situation at the earliest convenience by emailing the Team on academicengagement@bangor.ac.uk. Where there remains a demonstrable pattern of non-attendance sufficient to raise concerns the matter will be referred to the Monitoring and Compliance Manager who will follow Stage 4 of the Escalation Procedure.

4. Examples of expected contact points

BU will take the following examples as proof of expected contact points.

Attending formal academic or pastoral care activities including:

- A lesson, lecture, tutorial or seminar;
- A practical session e.g. Lab work
- A test, examination or assessment board;
- A meeting with a supervisor or personal tutor;
- A research-method or research-panel meeting, writing-up seminars or doctoral workshops;
- An oral examination (viva);
- An appointment with a welfare adviser;
- Submitting
 - Assessed or unassessed coursework, or
 - An interim dissertation, coursework or report; and
 - Registration (for enrolment or matriculation).

5. Errors in Attendance

Where a student believes there has been an error in their attendance/engagement data, they can evidence their attendance at the timetabled sessions in question, and / or they have evidence of special circumstances which they need to report they should contact their module lead to confirm their attendance and ask them to rectify the error. Alternatively, students can add notes next to their missed contacts which will be checked prior to any attendance meetings.

6. Absences

All absences from study of 5 working days or more - whether pre-notified or post-notified - must be recorded in the Attendance Record section of MyBangor. Students must contact their Personal Tutor or the School's Senior Tutor for authorisation of their leave. All students must advise the University of **ALL** absences from study. Whilst the University does not encourage absence from study, if an absence is unavoidable it remains the student's responsibility to keep up with coursework and assessments.

All travel outside of the UK by a Student Visa sponsored student *must* be authorised by the student's personal tutor / senior tutor or supervisor *before* the student leaves the UK. Students must include details of the destination, overseas contact details, dates of departure and return to the United Kingdom and also upload travel details (e.g. flight information). Students may be asked to produce their passport by the Student Administration Monitoring and Compliance Team on their return to Bangor, in order to gain confirmation of the date of return to the UK. Please note that absences from study may affect future Visa applications in the UK i.e. Graduate Visa.

A Student Visa Holder who has requested to defer their studies for up to a maximum of 60 days must be able to complete their course within their existing period of leave. If a student does not resume their studies after 60 days, the University will, under Home Office rules need to inform the Home Office, withdraw sponsorship, unless there is an exceptional circumstance, which will require submission of appropriate evidence to verify those circumstances.

Guidance and Support

The University will make every effort to ensure that a student receives the necessary advice and guidance that they may need in order to comply with the Regulations and the University has an excellent student support system in place.

This Policy and any other processes relating to attendance monitoring are overseen by the UKVI Compliance Group.

APPENDIX 1

Escalation Procedure for UG And PGT Students Non-Engagement of Students

Bangor University (BU) is committed to excellence in education, and to supporting progression and achievement of students. We therefore expect all our students to attend lectures and other teaching events.

Regular monitoring of student attendance allows BU to identify students who are in need of guidance or support and to direct them to the most appropriate department or service within BU. This Procedure sets out how any concerns in relation to these matters will be followed up for those students.

COMMENCEMENT OF EACH ACADEMIC YEAR

At the start of each academic year the engagement procedure will normally commence in week 2 of the first semester.

STAGE 1

STAGE 1 of this Procedure will apply from the beginning of week 2 of the first semester, and will apply in the following circumstances:

- Grounds for concern with regard to a student's attendance and / or academic engagement and / welfare have been identified. This will be through a variety of methods including concerns raised within the School with regard to academic progression and attendance data inputted into MyBangor.
- 3 contact points or more have been missed, including lectures / tutorials and / or other contact events for undergraduate and graduate taught students. Reports on a student's attendance / contacts / events will normally be run in week 2 of a semester and subsequently every week thereafter.

Students who reach Stage 1 will receive a supportive email from the engagement system reminding them of the requirements to attend and the support available.

STAGE 2

STAGE 2 will apply in the following situations:

- Where Stage 1 has been completed, and the student's lack of attendance and engagement (at the appropriate contact and percentage level) continues.
- The student will have normally missed 5 contact points or more.
- Where the situation is sufficiently concerning, that the matter is escalated immediately to Stage 2 (for example where a student's attendance or academic engagement has dropped markedly). An automatic email will be sent expressing concern and providing a deadline date for either contacting the Team; their Personal Tutor or re-engaging with their studies. The Monitoring and Compliance Team will provide Senior Tutors with a list of students who have received Stage 2 notifications. Brief notes of any discussions with the student, including agreements on future attendance levels and engagement must be put into the Notes tab in MyBangor if a meeting with a Personal Tutor / Supervisor has been held. This is important, to ensure that should matters escalate further, the Monitoring and Compliance Team are able to view any issues which may have already been discussed.

STAGE 3

STAGE 3 applies if there has been no satisfactory improvement in attendance and / or engagement following the Stage 2 implementation, and the student has normally reached 8 missed consecutive contact points.

The student will be contacted by a member of the Monitoring and Compliance Team and they will be asked to attend a meeting with a representative of the School.

If the student does not attend the meeting with the School representative, and there is no satisfactory improvement in attendance and / or engagement the matter will be referred to the **FINAL** stage 4 process.

STAGE 4

STAGE 4 will apply when all other attempts to engage with the student has failed, and the student has normally missed at least 15 contact points. The matter will be dealt with by the Head of Student Administration and the Monitoring and Compliance Manager who will review the matter and will ensure that all appropriate steps have been followed, and advice and guidance have been offered to the student at all stages.

For Student Visa holders :

- a. Where a decision is made to withdraw sponsorship due to lack of attendance or engagement the matter must be reported to the UK Visa and Immigration Authority, at which point the Confirmation of Acceptance of Study (used to gain an entry visa to the UK) and the student's Student Visa will be withdrawn and the student will be required to return to their home country within a specified period of time (normally 60 days).

Withdrawal of a student's sponsorship will not, however, occur for 5 working days, during which time the student may appeal the decision as outlined below.

- b. Where a decision is made to continue to sponsor the student the Monitoring and Compliance Manager will inform the student of the decision in an email, and will outline in detail the requirements of being allowed to continue their studies (e.g. the level of attendance and engagement expected).

In relation to both 4a. and 4b. above the student's sponsor and / or home college / university may also be informed, and where this is relevant, and they will be invited to work with the Student Support Team to support the student to achieve the requirements.

Should the student be unable to keep to the requirements as outlined within the timeframe given by the Monitoring and Compliance Manager the sponsorship will be withdrawn as outlined in the initial Visa Withdrawal Notice. This means that the Confirmation of Acceptance of Study (CAS) and the student's Student Visa will be withdrawn and they will be required to return to their home country within a specified period of time (normally 60 days).

APPEALS PROCESS

At the conclusion of Stage 4 where a decision has been made to suspend the student's record (both with the University; the Home Office and with the Student Loan Company) the student is entitled to submit an appeal to the Head of Student Administration within three working days of being informed of the decision.

The University's Academic Registrar, having received a report from the Monitoring and Compliance Manager, will make a decision to either:

- a. Overturn the decision and allow the student to continue their studies at BU, where necessary detailing the conditions that the student must comply with.

Or

- b. Confirm the decision to suspend the student's studies.

RECORD-KEEPING

The Monitoring and Compliance Team is responsible for ensuring that all relevant records are kept in relation to a student's attendance at the University, in accordance with the University's Records Retention Schedule.

ATTENDANCE/ENGAGEMENT

STAGE 1

Has 3 consecutive missed contacts. Personal Tutor to contact the student and student will also receive an automatic email.

STAGE 2

Normally has 5 consecutive missed contacts. Monitoring & Compliance Team to review attendance/engagement with timetabled events and if there are no Personal Tutor contacts will write to the student, copying in the Senior Tutor, expressing concerns and reminding them of the rules and regulations and providing them with a deadline to either contact the Team or improve their attendance.

STAGE 3

Normally has 8 consecutive missed contacts or did not attend respond to the Stage 2 email. Monitoring & Compliance Team to will invite the student to a compulsory Stage 3 meeting with a representative of the School.

If student attends then the Stage will be reset, however, if student continues to not engage they will automatically be invited to a Stage 4 meeting.

STAGE 4

Normally has 15 consecutive missed contacts or did not attend the Stage 3 meeting. Monitoring & Compliance Team to invite the student to a compulsory Stage 4 meeting with the Head of Student Administration and the Monitoring & Compliance Manager and withdrawal from the University is one possible outcome

BANGOR UNIVERSITY INTERNATIONAL COLLEGE (BUIC) Student Attendance Policy

1. Introduction

This policy applies to your stage 1 study at BUIC. The policy relating to your Stage 2 study at Bangor University is found here: <https://www.bangor.ac.uk/student-administration/documents/engagement-policy.pdf>

2. Term-time address

Students studying on campus are expected to live in Bangor or within a 1-hour commutable distance from Bangor.

Bangor University requires you to keep the college and myBangor updated with your term-time address.

You will be asked to provide proof of address.

3. Attendance

Every timetabled lesson and assessment (including a reassessment) at BUIC is an expected contact point.

You are expected to attend ALL timetabled lessons and assessments (including reassessments). This is important for your academic success and to meet the attendance requirements of the UK Visa and Immigration Authority.

Your tutors will record your attendance (present or absent) at all timetabled lessons on a student attendance register.

If you are more than 5 minutes late for a lesson, your attendance will be recorded as absent by your tutor.

4. Missing class

If you are absent from class for any reason, you will be marked as **ABSENT**.

For unplanned absences, (for example, you feel ill in the morning), you must contact BUIC before the lesson on attendance-buic@bangor.ac.uk. For illnesses, you are expected to provide a medical note from your local GP Surgery.

Evidence of special circumstances (an exceptional situation outside of your control) will be recorded and may be taken into account.

5. Monitoring and escalation

The administration team transfers the data from the student attendance registers to an electronic spreadsheet.

The BUIC management team reviews the electronic spreadsheet weekly and shares this with the University of Bangor Visa Compliance Team. If your attendance falls below the minimum requirement of 80%, the BUIC management team will implement the following four-stage escalation process.

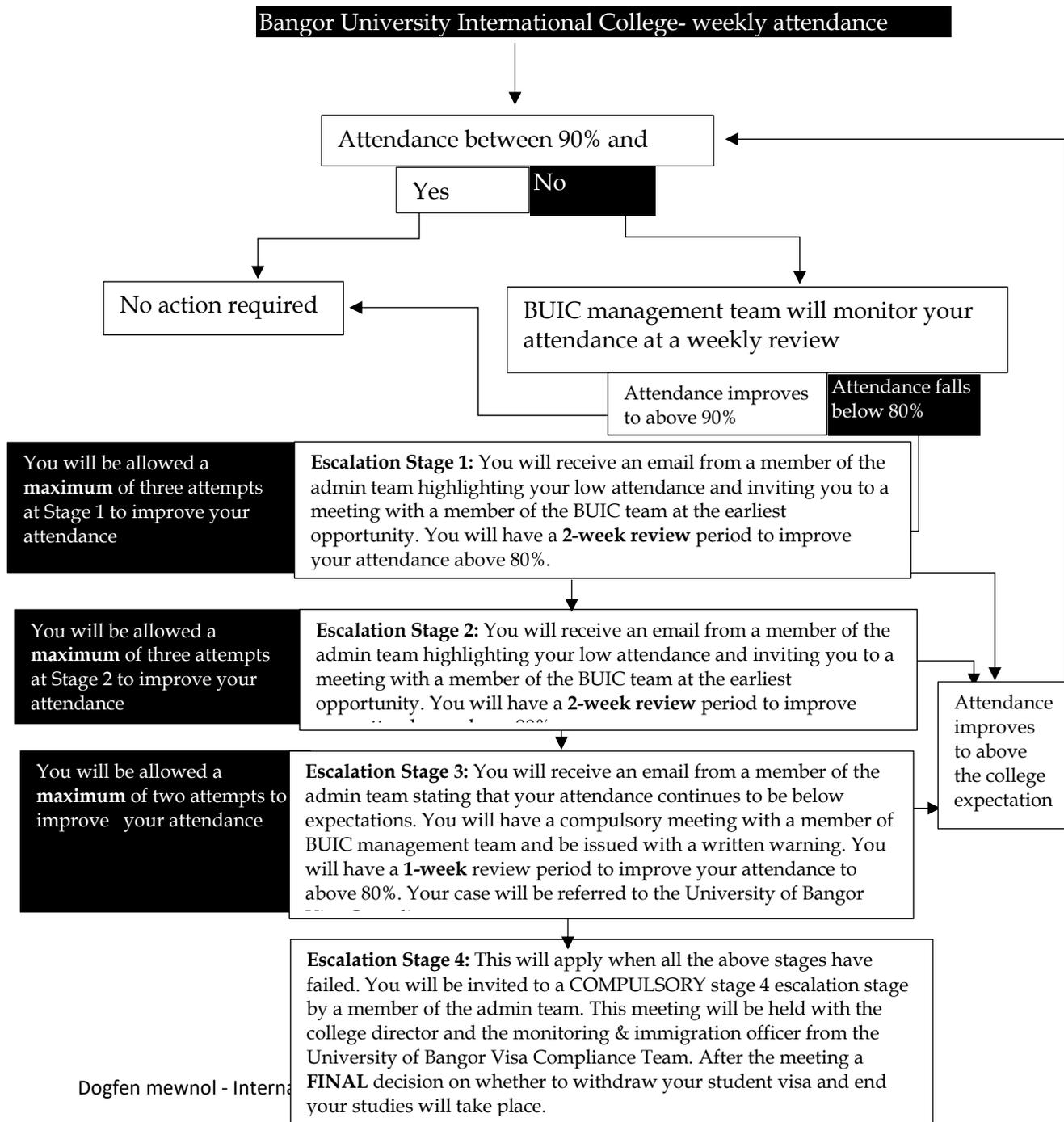
The flow chart is the BUIC Attendance Policy Flow Chart which shows each Stage and only relates to students from the Bangor University International College.

APPENDIX 2



The college director reserves the right to de-escalate a student to a lower escalation stage if the student has shown great improvements in regard to attendance.
 The college director reserves the right to escalate a student to a higher escalation stage immediately when a student's attendance drops markedly within a short period of time.

If after one week your attendance is recorded as 0% then this will immediately trigger a stage 3 escalation meeting.
 If after two weeks your attendance is recorded as 0% then this will immediately trigger a stage 4 escalation meeting which will be held by our college director and monitoring & immigration officer. This will also be triggered during exam week.



APPENDIX 3

This map gives an indication of areas that are within a one hour drivable distance from campus.

