### Academic Engagement Policy

<table>
<thead>
<tr>
<th>Date</th>
<th>Purpose of Issue/ Description of Change</th>
<th>Equality Impact Assessment Completed</th>
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<tbody>
<tr>
<td>8th September 2019</td>
<td>Change to missed sessions for Staged escalation</td>
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<tr>
<td>March 2021</td>
<td>Merged both the Home/EU and International Engagement Policy</td>
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<tr>
<td>April 2022</td>
<td>Reviewed and updated the Policy in line with administrative changes made during 2021/22</td>
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<tr>
<td>September 2022</td>
<td>Minor changes and the inclusion of a Flow Chart and Map</td>
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<tr>
<th>Policy Officer</th>
<th>Senior Responsible Officer</th>
<th>Approved By</th>
<th>Date</th>
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<tbody>
<tr>
<td>Lynne Hughes</td>
<td>Sue Peet</td>
<td>Kevin Mundy (Chair) of UKVI Compliance Group</td>
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</table>
This Policy will be reviewed in a year
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. 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 lectures, 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 commutable distance from the University. The University defines ‘commutable distance from Bangor University’ as a distance from the University of no more than one hour that enables the student to attend the University during core working hours on a daily basis if they are required to do so (please see Appendix 2). The location of where a student chooses to reside cannot, in any circumstance, be considered an adequate reason for non-compliance with this policy.

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 UG and PGT students. All PGR students must have contact with their Supervisor every 2 weeks either by meeting online, email or telephone.

C. Students on Postgraduate Research Programmes (PGR)

Full-time PGR students are expected to attend at least one formal supervision session each month.

3. Monitoring and Escalation

[a] UG and PGT Students

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, 4, 5, 8 or eventually 10 consecutive contact points (where one contact point is equal to one day where attendance / engagement has been noted), or where there is a demonstrable pattern of non-attendance sufficient to raise concerns.

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

Stage 1 will be triggered following 2 consecutive missed expected contact points and an email will be automatically sent from the attendance system.

Stage 2 will be triggered following 3 consecutive missed expected contact points, or a demonstrable pattern of non-attendance causing concern and these students will receive an email from the attendance system.

Stage 3 will be triggered where a student has missed 5 consecutive expected contact points and they will be invited to a meeting with a member of the Team.

Stage 4 will be triggered where a student has missed 8 consecutive expected contact points and they will be invited to a meeting with a representative of the School and a member of the Team.

Stage 5 will be triggered where a student has missed 10 consecutive expected contact points and they will be invited to a meeting with the Head of Student Administration and a member of the Team.

[b] Work Placement / Study Abroad / PGR Students

Students who are on work placement, study abroad or are a PGR student 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 PGR student promptly to discuss any problems they may be experiencing. The School should also inform the Assistant 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 Head of Student Administration who will follow Stage 5 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 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 academicengagement@bangor.ac.uk as soon as possible to rectify the error. Alternatively students can add notes next to their missed contacts which will be checked prior to any attendance meetings.

6. **Monitoring for Postgraduate Research Students**

A research student must have regular contact with the supervisor to assess progress. The supervisor will decide how often to meet the student, taking into account the research topic/area and the needs of the student. Supervisors are expected to meet with their students at least once every two weeks. Where a meeting cannot be arranged, an alternate contact method must be used in its place. The meetings, and all other alternative contact points, must enable the Supervisor to confirm that the student is committed to his/her programme of study. Each meeting/contact point must be recorded.

7. **Absences**

All absences from study of 7 calendar days or more - whether pre-notified or post-notified - must be recorded in the Attendance Record section of MyBangor, by the student submitting a Notice of Absence.
All students must advise the University of **ALL** absences from study (i.e. 7 calendar days or more) by completing a Notice of Absence form in MyBangor.

All travel outside of the UK by a Student Visa sponsored student **must** be approved by the student’s personal tutor / supervisor **before** the student completes a Notice of Absence form in MyBangor. 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 Monitoring and Immigration Team on their return to Bangor, in order to gain confirmation of the date of return to the UK.

The University does not encourage absence from study. However, if an absence is unavoidable it remains the student’s responsibility to keep up with coursework and meet all deadlines for assignments and tests.

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 guidelines 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:
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.

1. 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 of this Procedure will apply from 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.
- 2 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 of this Procedure will apply when Stage 1 has been completed and there has been no improvement in attendance / engagement. Stage 2 will be applied in the following circumstances:

- 3 contact points or more have been missed, including lectures / tutorials and / or other contact events for undergraduate and graduate taught students.
- With regards to postgraduate research students 2 instances or more of lack of engagement within a calendar month would trigger a concern which will be followed up.

Students who reach Stage 2 will receive a supportive email from the engagement system reminding them of the requirements to attend and the support available including their Personal Tutor/Supervisor.

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 Immigration Team are able to view any issues which may have already been discussed.
STAGE 3

Stage 3 will apply in the following situations:

- Where Stage 2 has been completed, and the student’s lack of attendance and engagement (at the appropriate contact and percentage level) continues.
- The student will have missed 5 contact points or more.
- Where the situation is sufficiently concerning, that the matter is escalated immediately to Stage 3 (for example where a student’s attendance or academic engagement has dropped markedly) Contact will be made with the student by a member of the Team. The student will be asked to attend a meeting with the a member of the Team.

STAGE 4

STAGE 4 applies if there has been no satisfactory improvement in attendance and / or engagement following the Stage 3 implementation, and the student has reached 8 missed consecutive contact points.

The student will be contacted by a member of the 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 5 process.

STAGE 5

STAGE 5 will apply when all other attempts to engage with the student has failed, and the student has now missed 10 contact points. The matter will be referred, by a member of the Team, to the Head of Student Administration 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. In consultation with the Monitoring & Immigration Officer they will come to a decision on the most appropriate course of action, this may include meeting the student, who will be allowed to bring a friend, a member of the Students’ Union or a staff member with them.

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.

Where a decision is made to continue to sponsor the student the Head of Student Administration 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 International Education Centre 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 Head of Student Administration the sponsorship will be withdrawn and the student notified. 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). The withdrawal of a student’s sponsorship will not occur for 5 working days, during which time the student may appeal the decision as outlined below.

2. Appeals Process

At the conclusion of Stage 5 where a decision has been made to temporarily 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 University’s Chief Operating Officer within five working days of being informed of the decision.

The University’s Chief Operating Officer, having received a report from the Monitoring and Immigration Officer, 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.

The University Chief Operating Officer’s decision in this matter is final.

3. Record-keeping

The Monitoring & Immigration 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 2 consecutive missed contacts. Personal Tutor to contact the student and student will also receive an automatic email

STAGE 2
Has 3 consecutive missed contacts. Personal Tutor to contact the student and student will also receive an automatic email

STAGE 3
Has 5 consecutive missed contacts. Monitoring & Immigration Team to review attendance/engagement with timetabled events and if there are no Personal Tutor contacts will invite the student to a compulsory Stage 3 meeting

STAGE 4
Has 8 consecutive missed contacts or did not attend the Stage 3 meeting. Monitoring & Immigration Team to invite the student to a compulsory Stage 4 meeting with a representative of the School

STAGE 5
Has 10 consecutive missed contacts or did not attend the Stage 4 meeting. Monitoring & Immigration Team to invite the student to a compulsory Stage 5 meeting with the Head of Student Administration and withdrawal from the University is one possible outcome
APPENDIX 2

This shows what is acceptable if you are driving, however, public transport may not be reliable or commutable and will take more than one hour.