

 S P Jain London School of Management	Student Attendance and Engagement Policy
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1. Introduction

- a. This document sets out the policy and procedure employed by the SPJ London School of Management (the School) to monitor student attendance and engagement on our degree programmes and while on assessed internships. It also outlines the activities the School undertakes to encourage students' engagement with the full range of learning opportunities and, thereby, increase their success.
- b. The Policy also sets out how the School monitors students sponsored under the UK Visas and Immigration (UKVI) student visa route in accordance with the University's statutory obligations under its UKVI license.
- c. The Policy is set in the context of research which demonstrates that student attendance correlates strongly with student performance. While this is not the case for all students, the School believes that monitoring and encouraging attendance and engagement is important to support students in their academic studies.
- d. The data from attendance and engagement monitoring will be used to provide information to the Student Loans Company (SLC) and the UKVI. It will also be used to assess eligibility for scholarships and bursaries.

2. Policy statement

- a. The School aims to ensure the attendance and engagement of all students. Attendance in on-campus activities, including seminars and workshops, provides students with the skills and knowledge necessary to successfully complete the programme. It is, therefore, vital that every student attends their scheduled sessions. Engagement with the virtual learning environment and learning resources through Blackboard and submission to assessment are also key.

- b. Attendance and engagement monitoring is central to support student success as attendance and engagement levels have the potential to indicate those students at risk of leaving their programme early or of failure. This aspect of the Student Attendance and Engagement Policy should be read in conjunction with the School's Learning Analytics Policy and the Students at Risk Policy.
- e. Students who fail to attend and engage with their studies risk losing scholarships and bursaries.

3. Scope

- a. This policy applies to all students engaged in study at SP Jain London School of Management, including SP Jain Global exchange and transfer students.
- b. It also applies to any periods spent on an internship.
- c. Particular policies relate to students who are sponsored by the School on a UKVI Student Route visa.
- d. Any periods spent studying at SP Jain Global campuses will be monitored in accordance with this policy.

4. Definitions

- a. Student participation is defined in terms of attendance and engagement with their studies:

Attendance: The act of being present in a scheduled class, internship or other timetabled activity, whether in-person or online.

Engagement: The act of engaging in teaching sessions, study and related opportunities to achieve the individual's full potential, both in-person and online. The student will demonstrate interest, motivation and attention.

5. Students' Responsibility

- a. Students are responsible for ensuring that they abide by the terms of this policy. Where a student is unable to attend a scheduled teaching session, they are required to notify Registry (registry@spjain.ac.uk) at the start of the day explaining the reason for their absence, except where the circumstances of the absence mean they are unable to do so.
- b. Instances of illness or other mitigating circumstances that affect an assessment or examination should be reported to the Registrar (registry@spjain.ac.uk) with supporting medical evidence. Students who are undertaking assignments affected by illness or other factors may request extensions and mitigation in accordance with the Mitigating Circumstances Policy.

6. Authorised absence

- a. Short-term absences due to illness do not need to be evidenced (if less than one week), but students should contact registry@spjain.ac.uk and inform the faculty member whose class they will be absent from when they are not able to attend scheduled sessions, or individual meetings that have been pre-arranged. Otherwise it will show as absence.
- b. Students should not normally be absent from scheduled classes for a period of more than 5 working days unless agreed with tutors and without suitable evidence.
- c. Instances of illness or other extenuating circumstances that affect an assessment or examination should be reported to the School. Students who are undertaking assignments affected by illness or other factors may request extensions and mitigation in accordance with the Mitigating Circumstances Policy.
- d. Students sponsored for a UKVI Student visa must have all absences of more than five days authorised by the Registrar. Absence for longer than 5 days during term time will only be authorised in exceptional circumstances.

7. Attendance and Engagement Requirements

- a. Engagement is expected of all students on every element of their programme. This includes attendance of on-campus sessions including lectures, seminars, workshops, practical sessions, and engagement with online learning resources and learning materials which form part of the Programme. It also includes all activities defined in the Programme Handbooks as compulsory and submissions to summative or formative assessment.
- b. For students undertaking an assessed internship in industry, this policy also outlines expected attendance during the internship.
- c. Where students are taught online or there are some online elements to the programme, their engagement will be monitored through attendance at online sessions and through their engagement with resources provided on Blackboard or other online platforms as appropriate.
- d. Where students are not able to come onto campus for any authorised reason, their engagement may be monitored through access to the online study materials and learning resources provided through Blackboard.

8. Consequences of non-attendance and engagement

- a. The main risk to students who don't attend and engage is failure to progress with their studies. The School will follow up with all students deemed at risk with the aim to re-engage them in their studies.

- b. The School provides scholarships but these are also dependent upon successful engagement of studies. Those students who fail to attend and engage may have their scholarships and bursaries withdrawn. Students must also meet performance requirements for scholarships of at least 60%.
- c. The School has a legal duty to monitor the attendance and engagement of students on UKVI student route visas, including during any internship, as a condition of the School's UKVI License. Non-attendance could result in withdrawal of sponsorship, which will be reported to the UKVI, consequently affecting the student's status and position to remain in the UK. Sponsored students on the UKVI Student route will be subject to compliance action where they do not attend or their attendance is not sufficient as advised.
- d. Students who are accessing Student Loan Company funding must be in attendance to qualify for the loans.
- e. Students' attendance will be analysed every 6 weeks from the start of term. The table below shows the potential risks to students whose attendance is unsatisfactory at the 6-week intervals:

For example, a student whose overall attendance is 78% after week 6 in the first term, might lose 25% of their Scholarship / travel bursary (reduced to 75%).

Thresholds	Risk level	Impact on Scholarship/ travel bursary	Impact on Visa
< 49%	at serious academic risk in relation to academic	Withdrawn	Will take compliance action
<u>50 – 65%</u>	at elevated academic risk in relation to attendance	Reduced to 50%	Will take compliance action
<u>66 – 80%</u>	at some academic risk in relation to attendance	Reduced to 75%	Warning
<u>80 – 100%</u>	unlikely to be at academic risk in relation to attendance	None	

9. Attendance and engagement monitoring

- a. SPJ London School of Management operates a biometric attendance monitoring system. Students are required to log in to all scheduled classes including lectures, workshops, seminars etc. at the beginning of the class using their biometrics. Where taken, students are also required to sign any manual registers.
- b. Students must arrive at classes five minutes before the start to touch in. Anyone arriving late may be marked as absent.

- c. Engagement is monitored through the students' participation in class and activity on Blackboard, their use of library resources and their assessment activity.
- d. Where a student misses a scheduled teaching session, without notifying the registry prior to the session, this will be recorded as an unauthorised absence.
- e. The School will monitor Students' attendance on a weekly basis, and will take action if a student's attendance falls below the required level (see Appendix 1).

10. Withdrawal for non-attendance and/or engagement

- a. If non-attendance or engagement is significant or has been a recurring issue, the School may proceed to escalate the case straight to stage 3 (see Appendix 1) to consider further action. This might include temporary interrupting the student's studies, withdrawal from their programme and for Student visa holders, a curtailment of our sponsorship of their visa. This also applies if the student is not attending an internship.
- b. Students may also be withdrawn for failing to engage in the assessment process.
- c. Where students are not attending or engaging, the School will not be able to confirm this to the Student Loans Company (SLC) and students will lose their entitlement to student loans. Students on UKVI student route visas will also be withdrawn.

11. Internships

- a. Students who are on assessed internships must attend their place of work as required by the employer. At the end of the internship, students will be required to demonstrate that they have undertaken the required hours at their internship in addition to any assessment.
- b. For students on UKVI Student Visas, attendance on internships will be monitored fortnightly as set out in section 11 below.
- c. Where students wish to undertake an internship outside the UK, the employer must be able to demonstrate that it will be able to provide monitoring information to the School, particularly for students on a UKVI Student visa (see section 11 below).

12. Non-attendance and engagement by UKVI Student Route sponsored students

- a. The School is required to abide by the Student Route Sponsorship duties outlined by the UKVI. Under these duties the School is legally required to monitor all Student Route sponsored students and to maintain attendance and engagement records, reporting non-attendance and engagement when necessary.

- b. A student who has been issued with a Student visa to begin their programme will be provided with a start date. If the student does not attend within two weeks of the enrolment period or start date, their non-attendance will be reported to the UKVI, and their sponsorship will be withdrawn.
- c. Students are expected to attend all sessions scheduled on campus at the School. Any student who fails to attend for one week will be sent an email warning them of the consequences. The Registry will contact the student and ask them for evidence of why they were not in attendance. If the student is still not in attendance after a second week, a second email will be sent and again attempts to re-engage them will be made. Where students do not re-engage at this point further investigation will be undertaken.
- d. Students who do not re-engage as required will have their sponsorship withdrawn and the UKVI will be informed in accordance with UKVI requirements. This will normally take place after five weeks of non-engagement but this period may be extended to 60 days for good reason as determined by the Registrar.
- e. In addition to the expected attendance, students must attend for all enrolment, induction and re-enrolment sessions or enroll online as directed.
- f. When a student is on an assessed internship their attendance is also compulsory, and attendance will be monitored on a fortnightly basis. Where a student is absent without authorisation, attempts will be made to re-engage but if this does not occur the student will be liable to be reported to the UKVI to have their sponsorship withdrawn. This includes students who are undertaking their internship outside of the UK.

13. UKVI Students undertaking supervised dissertations and projects

- a. Masters students who are studying for their dissertations/projects must have supervision meetings at least once per month. The Dissertation supervisor is responsible for logging meetings and investigating any absences. It should be noted that undertaking a dissertation is deemed a full-time activity.

14. Related policies & procedures

- Academic Regulations
- Fitness to Study Policy
- Students at Risk Policy
- Mitigating Circumstances Policy
- Study Abroad Policy

Appendices:

15. Appendix 1: 2.Student Attendance and Engagement monitoring stages:

The School will monitor Students' attendance on a weekly basis, and will take action if a student's attendance falls below the required level, using the following stages:

Stage 1: If a student fails to meet the expected attendance and engagement targets for one week, they will be contacted by the Registry to discuss this and to organise any additional support to help them in their studies. At this stage, we will also issue a first warning.

Stage 2: If the student fails to respond to the Registry contact and/or does not show significant signs of improvement at the next monitoring point, they will be required to attend an Attendance and Engagement Review meeting with a member of the Registry Team to discuss how the situation can be improved. At this stage we will issue a second warning. As part of this meeting, an action plan will be developed to support the student in their attendance and engagement.

Stage 3: If the student fails to respond to attend the Attendance and Engagement Review meeting and/or does not show significant signs of improvement at the next monitoring point, their case will be forwarded to their Programme Director and Director of Student Experience for consideration. A meeting with their Programme Director, Director of Student Experience and a member of the Registry Team will be scheduled, in which it will be decided whether it is reasonable for the student to continue their studies given the circumstances.