

 S P Jain London School of Management	Student attendance monitoring 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 by 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 School aims to improve 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, in the interests of every student to attend their scheduled sessions. Engagement with the virtual learning environment and learning resources through Blackboard and submission to assessment are also key.
- e. Attendance and engagement monitoring is central to the work being undertaken in Learning Analytics which aims 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 Attendance Engagement Monitoring Policy should be read in conjunction with the University's Learning Analytics Policy and the Identifying Students at Risk Policy.

- f. For the purposes of this policy, any periods spent studying at SP J Global campuses will be monitored in accordance with this policy.

2 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 will be monitored through access to the online study materials and learning resources provided through Blackboard.

3 UKVI Attendance and Engagement Requirements

- a. The School has a particular duty to ensure that students sponsored on the UKVI student route are in attendance. This includes engagement during any internship, as a condition of the University's UKVI License. Non-attendance could result in withdrawal of sponsorship, which will be reported to the UKVI, consequently affecting the student's status in the UK. This monitoring and reporting is a legal requirement for all sponsors.
- b. The requirements for students on UKVI Student visas, are set out in section 11 below.

4 Attendance and engagement monitoring

- a. Attendance monitoring refers to all recording of student attendance of scheduled on campus sessions. Students are required to touch in to all scheduled classes including lectures, workshops, seminars etc. at the beginning of the class using their University Student ID Card. 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' activity on Blackboard, their use of library resources and their assessment activity.

5 Use of data for monitoring engagement

- a. The data collected as outlined in section 4 above is used as part of the School's Learning Analytics project to support student success. The data on a student's general engagement with the School and the learning resources, combined with attendance data, is used to model the successful study behaviours which enable students to succeed. It is also used to predict which students might require further support.
- b. Students who are not attending or engaging with online learning resources will be contacted to re-engage them with their programme in line with the Identification of Students at Risk Policy.

6 Use of attendance and engagement data for reporting

- a. Attendance and engagement data is used to assess whether students are meeting attendance requirements for the Student Loans Company (SLC).
- b. Where a student is not attending or engaging at the point of a census, they may be withdrawn and this will be reported to the SLC who will end payments.
- c. For UKVI sponsored students, attendance will be used to determine whether students are abiding by the conditions of their visa (see section 11 below)

7 Authorised absence

- a. Short-term absences due to illness do not need to be authorised, but students should contact a member of staff to inform them if they are not able to attend scheduled sessions, or individual meetings that have been pre-arranged.
- b. Students should not normally be absent from scheduled classes for a period of more than 5 working days unless agreed with tutors.
- 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 Mitigation Policy.
- d. Students are permitted to apply for temporary leave, suspension of studies, or deferral of their programme of study for personal or medical reasons. Guidance and advice on these processes is found in the Student Handbook.

- e. Students sponsored for a UKVI Student visa must have all absences authorised by the Registrar for more than five days. Absence for longer than 5 days during term time will only be authorised in exceptional circumstances.

9 Withdrawal for non-attendance and/or engagement

- a. The School may withdraw students from a taught programme if they are not attending, submitting assessments or attending an internship.

10 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. The attendance of students on UKVI students visas on internship 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).

11 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.

12. 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.