

UK Student Engagement and Attendance Policy & KPI's

Partner Policy

UNIVERSITY OF WOLVERHAMPTON

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UK Partner Student Engagement and Attendance Policy

1. Introduction

This Policy is aligned with the University's Enrolment Policy and Tuition Fee Liability Policy. Attendance and engagement requirements operate alongside enrolment status and fee liability, meaning that withdrawal for non-engagement may affect a student's enrolment status and tuition fee liability in line with those policies.

1.1 This Policy sets out the University's requirements for attendance and engagement for students studying on programmes delivered under UK franchise arrangements. Students studying at partner colleges are enrolled and registered on awards of the University and form part of the University's registration with the Office for Students (OfS).

As the OfS-registered lead provider, the University is required to ensure that such students are appropriately enrolled, engaged and supported in accordance with the OfS conditions of registration. Attendance and engagement monitoring under this Policy supports the University in meeting those regulatory obligations.

1.2 Evidence shows that sustained attendance and engagement are essential to academic success. The University and its partner colleges are committed to supporting students to engage fully with their studies and to achieve the best possible outcomes. This Policy explains:

- what is expected of students in relation to attendance and engagement;
- how attendance and engagement are monitored;
- the support available where engagement becomes a concern; and
- the consequences of persistent non-engagement.

1.3 This Policy applies to all students enrolled on programmes delivered under UK franchise arrangements.

1.4 For the purposes of this Policy:

- *Engagement* is defined as active participation in learning and teaching activities and engagement with assessment.
- *Attendance* refers to participation in timetabled teaching, learning, practical, placement or other compulsory activities.

1.5 Attendance and engagement are compulsory. They are monitored by partner colleges with oversight by the University. Persistent non-attendance or non-engagement may result in withdrawal from the programme by the University.

1.6 This Policy sets out minimum engagement requirements. Additional or stricter requirements may apply where programmes are governed by Professional, Statutory and Regulatory Bodies (PSRBs) or where other regulatory obligations apply.

1.7 Students enrolled at partner colleges are not eligible for sponsorship under the University's UKVI licence.

1.8 This Policy forms part of the University's Regulatory Framework and applies to all students enrolled at UK partner colleges.

2. Purpose and Principles

This Policy is written to be clear and accessible for students, while also meeting the University's regulatory and compliance obligations. Where regulatory decisions are required, these are exercised by the University in accordance with its Regulatory Framework.

2.1 The objectives of this Policy are to:

- support student success through early identification of engagement concerns;
- set clear, mandatory requirements for attendance and engagement; and
- define the responsibilities of students, partner colleges and the University.

2.2 Failure to comply with this Policy may result in action being taken under the University's regulations, including withdrawal from the programme.

2.3 Structured Engagement Panels are used to review student attendance and engagement at defined points during the academic year, supporting early identification of concerns and proportionate intervention; the operation and timing of Engagement Panels are set out in Appendix A.

3. University Responsibilities

3.1 The University retains overall responsibility for academic standards and student records for students enrolled on its awards.

3.2 The University will:

- set the minimum requirements for attendance and engagement;
- receive and review attendance data provided by partner colleges;
- maintain oversight of interventions and outcomes;
- ensure that actions taken under this Policy are consistent with University regulations; and
- make final decisions regarding withdrawal for non-engagement.

4. Partner College Responsibilities

4.1 Partner colleges are responsible for the day-to-day delivery of programmes and for supporting student engagement.

4.2 Partner colleges will:

- provide clear pre-entry and induction information on attendance and engagement expectations;
- deliver high-quality teaching and learning opportunities;
- record attendance accurately in line with agreed processes;
- monitor student engagement and identify concerns at an early stage;
- implement local interventions and action plans where engagement falls below required thresholds;
- provide appropriate academic and pastoral support, including access to personal tutors and/or success coaches or equivalent; and
- Share attendance data and intervention outcomes with the University. The partner must retain all supporting evidence for the duration of the student's enrolment, including, but not limited to, sign-in sheets and records of interventions.

5. Student Responsibilities

5.1 Students are responsible for actively engaging with their studies and for meeting the attendance and assessment requirements of their programme.

5.2 Students must:

- attend all timetabled teaching, learning, practical and placement activities;
- engage with assessment, including submitting work by published deadlines;
- comply with attendance monitoring and register processes at their college;
- engage with support and intervention processes where concerns are identified;
- communicate promptly with their college if illness or other circumstances affect attendance or engagement; and
- ensure that their contact details are accurate and up to date via the student record system.
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6. Support for Student Engagement

6.1 Partner colleges will support engagement through:

- induction and ongoing guidance on programme requirements;
- high-quality learning resources and feedback;
- early opportunities for formative assessment;
- access to academic and pastoral support services; and
- co- and extra-curricular activities that enhance the student experience and employability.

6.2 Each student will be allocated a personal tutor and/or success coach or equivalent who will monitor engagement and provide advice and support throughout the student journey.

6.3 Attendance data collected by partner colleges will be shared with the University to enable effective oversight.

6.4 Where illness or other circumstances affect engagement, students must report their absence in line with college procedures. Reported absences will be taken into account when determining appropriate interventions but do not remove the requirement to meet minimum engagement thresholds.

6.5 Where absence is expected to exceed two teaching weeks, students should contact their personal tutor or success coach or equivalent to discuss options, which may include a leave of absence.

7. Communication with Students

7.1 It is the partners responsibility to provide clear communication of attendance and engagement expectations. Students are expected to act as proactive partners in their own learning.

7.2 Partner induction programmes and programme materials will explain:

- how attendance is recorded;
- how engagement is monitored; and
- the consequences of non-engagement, including any programme-specific or PSRB requirements.

7.3 Students are responsible for ensuring that the University and their college hold accurate contact details at all times.

8. Attendance Requirements

8.1 Students are expected to attend all timetabled teaching and learning sessions for the duration of their course.

8.2 Attendance forms a core element of engagement monitoring. Where a student:

- is absent for 60 consecutive days; or
- records overall attendance below 60%,

an intervention will normally be initiated by the college personal tutor, success coach or equivalent to establish the reasons for non-attendance and agree an action plan.

8.3 Students must comply with agreed action plans to remain on their programme. Failure to do so may result in withdrawal. Higher thresholds may apply to PSRB-regulated programmes.

9. Engagement with Assessment

9.1 Students are required to submit assessed academic or practical work by specified deadlines. Failure to engage with assessment significantly reduces the likelihood of successful progression.

9.2 The University records assessment submission and non-submission. Patterns of non-submission may trigger intervention and may affect progression or continuation on the programme.

9.3 Penalties for late or non-submission are set out in the University Academic Regulations.

10. Pastoral and Academic Support

10.1 Students who are unable to meet assessment deadlines or attend examinations due to valid circumstances should apply for extensions or extenuating circumstances in line with University procedures.

10.2 A range of academic and pastoral support is available through partner colleges. Students are encouraged to seek support at the earliest opportunity.

11. Consequences of Non-Engagement

Decisions taken under this section may result in a change to a student's enrolment status. Any resulting implications for tuition fee liability will be applied in accordance with the University's Partner Tuition Fee Liability Policy.

11.1 Where a student fails to:

- attend the majority of timetabled sessions (including compliance with action plans); and/or

- engage sufficiently with assessment,

the University may withdraw the student from their programme. Withdrawal for non-engagement may occur at any point during the academic year and does not require ratification by a board of examiners.

11.2 Personal tutors, success coaches or equivalent are available to support students experiencing difficulties. Students are expected to engage proactively with this support.

11.3 Where continuation on the programme is no longer viable, options such as leave of absence or changes to mode of study will be explored where appropriate. Where withdrawal is unavoidable this will be reviewed at an engagement panel.

12. Appeals

12.1 If you wish to appeal a decision to withdraw you from your studies because of the application of this policy, you may submit an academic appeal. You should note that to make a successful appeal about your withdrawal you must demonstrate that there has been a significant irregularity with the application of this policy that impacts the reasonableness of the decision.

12.2 Details of the University's academic appeal process are available here; wlv.ac.uk/current-students/conduct-and-appeals/academic-appeals/.